



## **Electronic Tariff Filing System (ETFS) User's Manual**

**October 2002**

**Version 1.3**

**Contract Number CON01000009  
Task 2001-50**

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**REVISION HISTORY**

<b><u>Revision</u></b>	<b><u>Date</u></b>	<b><u>Changes</u></b>
1.2	6/02	Format and screen changes.

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## 1 INTRODUCTION

### 1.1 Purpose

The Electronic Tariff Filing System (ETFS) was created to streamline the work of the Common Carrier Bureau (CCB) by allowing Local Incumbent Exchange Carriers (ILECs) and members of the public to file tariffs, comments, documents, and petitions electronically. ETFS also permits the ILECs and the public to search through the tariff filings and associated information across the Internet.

### 1.2 System Overview

This system reduces the filing burden on the ILECs by providing an efficient and inexpensive alternative to preparing, submitting, and maintaining paper records. ETFS has two advantages over traditional record-keeping formats:

- ? Electronic documents are easier to store and retrieve than paper records. Not only can a small computerized storage device take the place of several large filing cabinets, but electronic filing programs can access, sort, and display many records in the time it would take to physically retrieve one paper file.
- ? Electronic documents can be sent instantly and securely through the Internet. All forms of delivering paper documents have a built-in delay from the time the document is sent and the time it is received. This delay can extend from several hours through several days. Documents sent electronically arrive at their destination within minutes. ETFS processes submissions equally quickly; the non-confidential tariff filings and associated information entered into the system are available for public viewing a few minutes after the documents are received.

The public also benefits in several ways:

- ? ETFS makes tariff filings and associated information available at any time to anyone who has access to browser software.
- ? ETFS provides non-confidential documents to the public almost immediately after they are filed.

### 1.3 Accessing ETFS

To use the ETFS, you need to have access to the World Wide Web and be familiar with browser software and interactive forms. If you are not familiar with using the Web, see Section 6.1 "The World Wide Web."

The ETFS Information phone line is (202) 418-7700.



#### **1.4 Document References**

- ? ETFS User's Manual, Version 1.2
- ? ETFS Administration Module

## 2 LOCAL INCUMBENT EXCHANGE CARRIERS (ILEC)

This section describes the functions you can perform as a Local Incumbent Exchange Carrier (ILEC). If you are interested in the functions that the general public can perform, see Section 3.

To provide greater access, ETFS has two URLs available. To enter the Electronic Tariff Filing System (ETFS) as an ILEC, open either URL listed below:

http://svartifoss2.fcc.gov/prod/ccb/etfs  
or http://gullfoss2.fcc.gov/prod/ccb/etfs

A screen similar to the following will appear.

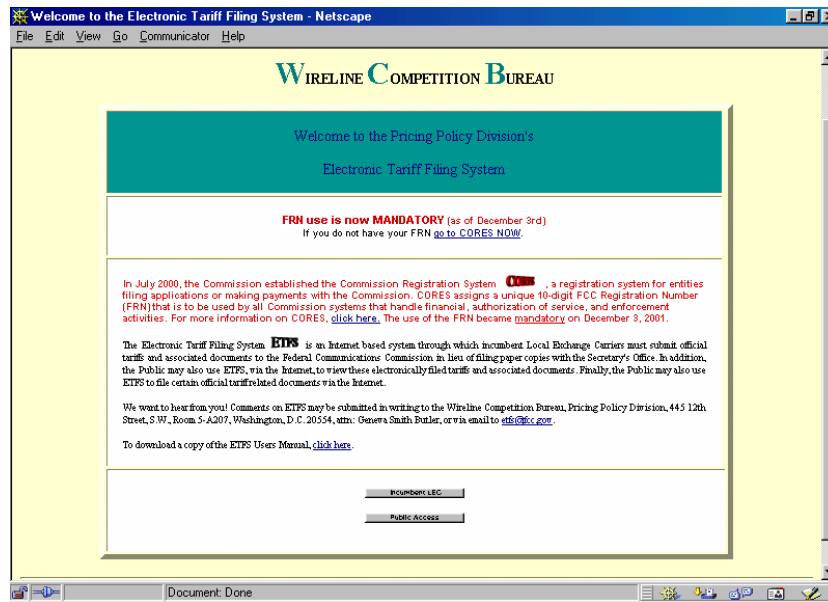


Figure 2-1 ETFS Welcome Screen

Click the “Incumbent ILEC” button. You will be asked to type in the login ID and password for the ILEC.

Electronic Tariff Filing System: Log In - Netscape

File Edit View Go Communicator Help

**Federal Communications Commission**

**WIRELINE COMPETITION BUREAU**

**Electronic Tariff Filing System: Log In**

This section of the Electronic Tariff Filing System is for registered users only. This screen will associate your FCC Registration Number with your ETFS account. The FCC Registration Number and Password is optional at this time. Please type your ETFS Login ID, Password, FCC Registration Number, and Password in the fields below and press the "Log On" button. If you make a mistake, press the "Reset" button.

**ETFS Login**

ETFS Login ID:

ETFS Password:

FCC Registration Number (FRN):

(I forgot my FRN password!) FRN Password:

Log On Reset

Document: Done

**Figure 2-2 Login Screen**

The Login ID and Password are pre-assigned and can be changed only by CCB staff. Contact CCB staff at (202) 418-7700 to learn the appropriate login.

Additionally, as of December 3, 2001 in July 2000, use of FRN is mandatory. The Commission Registration System (CORES) is a registration system for entities filing applications or making payments with the Commission. CORES assigns a unique 10-digit FCC Registration Number (FRN) that will be used by all Commission systems that handle financial, authorization of service, and enforcement activities.

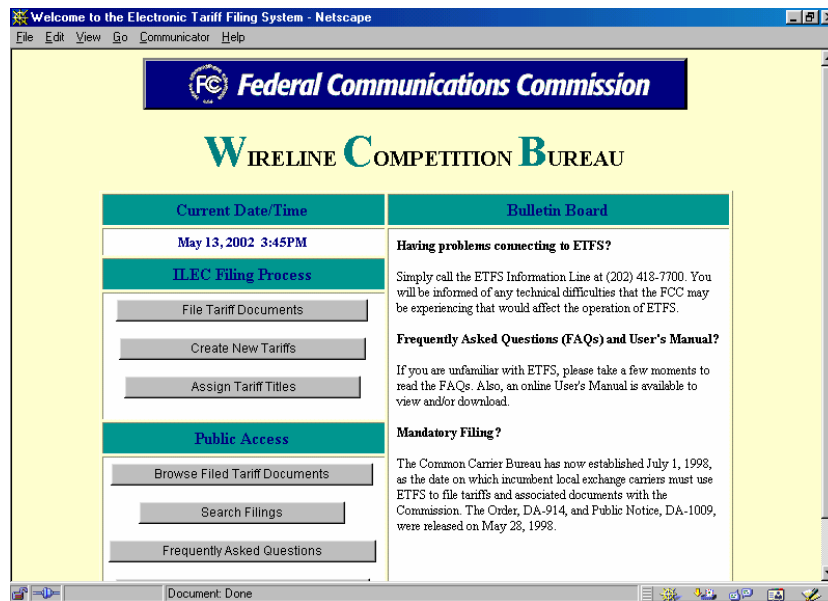
If you do not have an FRN, leave the "FRN" and "FRN Password" fields blank. During the subsequent login process, you will be given the opportunity to enter CORES and obtain an FRN.

After you have entered the information, click "Logon." If you want to change the information you typed, click the "Reset" button and retype the ID and password. If you have not entered a valid FRN and FRN Password, you will see the following screen:



Figure 2-3 Invalid FRN Screen

Simply click on "CORES" and follow the on-screen instructions to get your FRN.



**Figure 2-4 Main Menu Screen**

The bulletin board on the Electronic Tariff Filing System's Main Menu is used to post timely, short answers and tips to current issues and questions expressed by a large number of users and filers.

More in-depth questions and their answers can be read by pressing the "Frequently Asked Questions" button. If you have a question that is not covered in the FAQs, please call the CCB Staff at (202) 418-7700.

"File Tariff Documents" starts the process for electronically submitting tariff filings and associated information. See Section 2.3 for more information about tariff filings and associated information.

The Electronic Tariff Filing System accepts submissions regardless of whether the Commission is currently open for business. However, all submissions received when the Commission is closed are automatically post-dated to the next business day the Commission is open. If the Commission is currently closed, the "Current Date/Time" section on the Main Menu will display the date to which all submission will be posted dated.



**Figure 2-5 Current Date/Time Screen**

“Create New Tariffs” allows an ILEC to create an entirely new tariff in the database. See Section 2.2 for more information about creating new tariffs.

“Assign Tariff Titles” allows an ILEC to update the title of a tariff in the database.

Only authorized ILEC users can create tariffs, file associated documents, or update titles.

However, both ILEC-authorized users and members of the public can browse or search the tariff database. “Browse Filed Tariff Documents” lists ILECs and the tariffs they have filed. See Section 2.6 for more information about browsing.

“Search Filed Tariff Documents” searches the database for all documents fitting a user-defined description. See Section 2.7 for more information about searching.

“Frequently Asked Questions” provides answers to questions that often come up.

“Get the ETFS Users Manual” will let the user download this document in PDF format.

## 2.1 Preparing Tariff Documents for filing

### 2.1.1 Providing Necessary FRN for All Filing Parties

The Electronic Tariff Filing System (ETFS) needs to know if multiple parties are involved with this filing.



Figure 2-6 Electronic Filing of Tariff Information Screen

#### 2.1.1.1 You are an LEC filing on your own behalf

If you are an LEC filing on your own behalf, then only the FRN provided at login is needed. Clicking this button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

#### 2.1.1.2 You are filing on behalf of one or more ILEC's

If you are filing on behalf of one or more other entities, then the FRN for each entity associated with the filing must also be included with the submission. All associated FRN's are submitted as a group. This group is given a unique name (provided by the filer). Once an FRN group has been submitted, it can be used in future submissions by

selecting it from a list of the ILEC's previously used FRN groups and clicking the "Use a selected group" button. This will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).



**Figure 2-7 FRN Selection/Entry Screen**

When submitting an FRN group for the first time, enter a unique name for the group (a name that is not already in the list) and click the "Use a new FRN set" button. You will be taken to the following screen to upload a list of FRNs.





Figure 2-8 FRN File Upload Screen

There are two ways to upload the FRN list: create and upload a text file, or enter the FRN list directly into the form.

#### 2.1.1.2.1 Uploading the FRN list as a text file

- ✍ Create a file containing every FRN you wish to upload to ETFS using your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list file is ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three files shown at the end of this page will all upload identically.
- ✍ Save the new document as a text file.
- ✍ Use the browse button on the previous page to find the file you just created.
- ✍ Click on the "Upload" Button.

##### 2.1.1.2.1.1 FRN List format examples: All of the following lists will upload the same.

File 1:

```
0000000001,
0000000012,
0000000123,
```

0000001234,  
0000012345,  
0000123456,  
0001234567,  
0012345678,  
0123456789

File 2:

0000-00-0001,  
0000-00-0012,  
0000-00-0123,  
0000-00-1234,  
0000-01-2345,  
0000-12-3456,  
0001-23-4567,  
0012-34-5678,  
0123-45-6789

File 3:

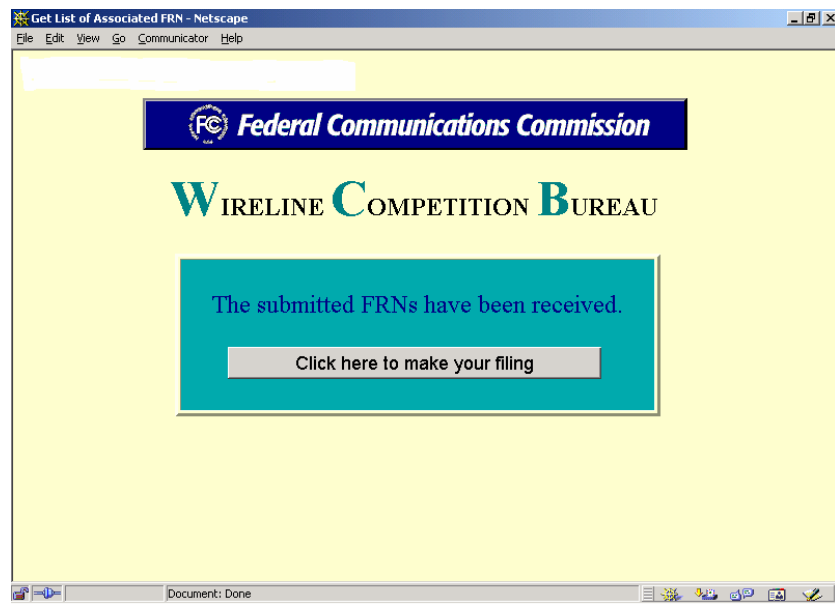
0000000001, 0000000012, 0000000123, 0000001234, 0000012345,  
0000123456, 0001234567, 0012345678, 0123456789

Once the file uploads, you will see the following screen:



**Figure 2-9 File Upload Status Screen**

Clicking continue confirms the FRN list as a new FRN Group, and you will see the following page:



**Figure 2-10 Submitted FRNs Status Screen**

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

#### **2.1.1.2.2 Entering the FRN list directly into the form**

✎ Create a list of every FRN you wish to enter into ETFS. You may type directly in the text box, or you may cut-and-paste from your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list is a ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three lists shown at the end of this page will all upload identically.

✎ Click on the "Submit" Button.

##### **2.1.1.2.2.1 FRN List format examples: All of the following lists will upload the same.**

File 1:

```
0000000001,  
0000000012,  
0000000123,
```

0000001234,  
0000012345,  
0000123456,  
0001234567,  
0012345678,  
0123456789,

File 2:

0000-00-0001,  
0000-00-0012,  
0000-00-0123,  
0000-00-1234,  
0000-01-2345,  
0000-12-3456,  
0001-23-4567,  
0012-34-5678,  
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,  
0000123456, 0001234567, 0012345678, 0123456789

Once the FRN list is accepted as a new FRN Group, you will see the following page:

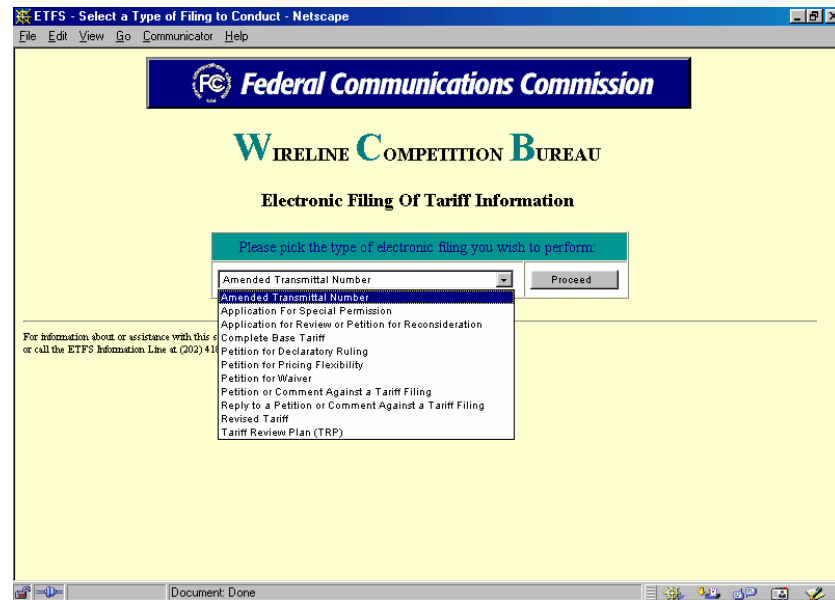


**Figure 2-11 Submitted FRNs Confirmation Screen**

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 2.1.2).

### 2.1.2 Selecting the Type of Filing

The Electronic Tariff Filing System (ETFS) will next ask you which type of tariff filing or associated document you want to enter into the system.



**Figure 2-12 Electronic Filing Pop-up Menu Screen**

Use the pop-up menu to choose one of these types of filing:

1. Amended Transmittal Number
2. Application for Special Permission
3. Application for Review or Petition For Reconsideration
4. Complete Base Tariff
5. Petition for Declaratory Ruling
6. Petition for Pricing Flexibility
7. Petition for Waiver
8. Petition or Comment Against a Tariff Filing
9. Reply to a Petition or Comment Against a Tariff Filing
10. Revised Tariff
11. Tariff Review Plan (TRP)

Choose the appropriate filing type and click the "Proceed" button.

### 2.1.2.1 Amended Transmittal Number

The screenshot shows a Netscape browser window titled "File an Amended Transmittal Number - Netscape". The page header features the Federal Communications Commission (FCC) logo and the text "Federal Communications Commission". Below this is the "WIRELINE COMPETITION BUREAU" logo. The main heading is "File an Amended Transmittal Number". A message states: "Please fill out the following information and press Continue Process:". The form contains the following fields and values:

Carrier	Any ILEC
Filing Date	May 1, 2002
Amended Transmittal Number	<input type="text"/>
Description	<input type="text"/>

At the bottom of the form are three buttons: "Continue Process", "Clear Form", and "Help". Below the form, a footer provides contact information: "For information about or assistance with this site, e-mail [etfs@fcc.gov](mailto:etfs@fcc.gov) or call the ETFS Information Line at (202) 418-7700."

**Figure 2-13 Amended Transmittal Number Screen**



### 2.1.2.2 Application for Special Permission

**Federal Communications Commission**

**WIRELINE COMPETITION BUREAU**

**File an Application for Special Permission**

Please fill out the following information and press Submit Form:

Carrier: Any ILEC  
 Filing Date: May 14, 2002  
 Tariff Number: ☐ FCC1

*If your Tariff is not listed, please select  
 Add Tariff near the bottom of this page.*

Application Number:   
 Rules to be waived:   
 Is this an amendment? ☐ Yes ☒ No  
 Fee Submitted ☐ Yes ☒ No

**Figure 2-14 Application for Special Permission Screen**

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the “Add Tariff” button at the bottom of the page. See Section 2.2 for more information on creating tariffs in the system.

Next, type in the number for the application and the rule section to be waived if applicable. Then select the appropriate radio buttons stating whether the document is an amendment and if the filing fee has been mailed. When you have filled in all the information, click the “Submit Form” button. If you want to erase the information, click the “Clear Form” button. If you need assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.3 Application for Review or Petition for Reconsideration

The screenshot shows a Netscape browser window titled "Application for Review or Petition for Reconsideration - Netscape". The page has a yellow background and a blue header bar with the FCC logo and the text "Federal Communications Commission". Below this is the "WIRELINE COMPETITION BUREAU" logo. The main heading is "Application for Review or Petition for Reconsideration". A message says "Please fill out the following information and press Submit Form:". The form includes a "Carrier" field with the value "Any ILEC", a "Filing Date" field with the value "May 14, 2002", and a text box labeled "Please describe the Order you are referencing:". At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The browser's status bar at the bottom shows "Document: Done".

**Figure 2-15 Application for Review or Petition for Reconsideration Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

To describe the Order you are referencing, type keywords into the text box. You can use a very specific description such as "DA970193" or a very general description such as "MO&O, Kenneth E. Brouten v. AT&T Corp."

Click the "Submit Form" button to send the form to ETFS. Click the "Clear" button to erase the information you have entered. For more assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

#### 2.1.2.4 Complete Base Tariff

The screenshot shows a Netscape browser window titled "File a Tariff - Netscape". The address bar shows "File Edit View Go Communicator Help". The main content area has a yellow background and features the Federal Communications Commission logo at the top. Below the logo, the text "WIRELINE COMPETITION BUREAU" is displayed in large, stylized letters. Underneath, the heading "File a Tariff" is centered. A message states: "Please fill out the following information and press Submit Form:". The form fields are as follows: "Carrier" is set to "Any ILEC"; "Filing Date" is set to "May 14, 2002"; "Select Tariff(s)" has a radio button selected next to "FCC1". Below these fields, there is a note: "If your Tariff is not listed, please select Add Tariff near the bottom of this page." A "Description" text box is empty. At the bottom of the form, there are four buttons: "Submit Form", "Clear Form", "Add Tariff", and "Help". The status bar at the bottom of the browser window shows "Document: Done".

**Figure 2-16 Complete Base Tariff Screen**

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the "Add Tariff" button at the bottom of the page. See Section 2.2 for more information about creating new tariffs.

Next, type a brief description of the filing in the Description text box. When you have filled in all the information, click the "Submit Form" button. If you want to erase the information, click the "Clear Form" button. If you need assistance, click the "Help" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

### 2.1.2.5 Petition for Declaratory Ruling

The screenshot shows a Netscape browser window titled "File a Petition for Declaratory Ruling - Netscape". The page header features the Federal Communications Commission (FCC) logo and the text "Federal Communications Commission". Below this is the "WIRELINE COMPETITION BUREAU" logo. The main heading is "File a Petition for Declaratory Ruling". The instructions state: "Please fill out the following information and press Continue Process:". The form fields are as follows:

Carrier	Any ILEC
Filing Date	May 14, 2002

Below these fields is a question: "Do you wish to reference tariffs in this filing?". There are three radio button options:

- ☒ No Tariffs
- ☐ Tariffs from One Carrier
- ☐ Tariffs from Multiple Carriers

At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". A footer note says: "For information about or assistance with this site e-mail [etfs@fcc.gov](mailto:etfs@fcc.gov)".

**Figure 2-17 Petition for Declaratory Ruling Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you are referring to no tariffs, to tariffs from a particular carrier, or to tariffs from several carriers. When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

### 2.1.2.5.1 Petition for Declaratory Ruling - No Tariffs

The screenshot shows a Netscape browser window titled "File a Petition for Declaratory Ruling - Netscape". The address bar is empty. The page header features the FCC logo and the text "Federal Communications Commission" and "WIRELINE COMPETITION BUREAU". The main heading is "File a Petition for Declaratory Ruling". Below this, it says "Please fill out the following information and press Submit Form:". The form fields are: "Carrier" with the value "Any ILEC", "Filing Date" with the value "May 14, 2002", "Reference Rule Section" with an empty text box, and "Please describe your petition" with a large empty text area. At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The browser's status bar at the bottom shows "Document: Done".

**Figure 2-18 Petition for Declaratory Ruling – No Tariffs Screen**

If you choose "No Tariffs," the system will open a page asking you to describe your petition. You must reference a Rule Section. Then Type a short sentence such as "Petition to lower rates in rural West Virginia" and click the "Submit Form" button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

### 2.1.2.5.2 Petition for Declaratory Ruling - Tariffs from One Carrier

The screenshot shows a Netscape browser window with the title 'File a Petition for Declaratory Ruling - Netscape'. The page features the Federal Communications Commission (FCC) logo and the text 'WIRELINE COMPETITION BUREAU'. Below this, the heading 'File a Petition for Declaratory Ruling' is displayed. A message states: 'Please fill out the following information and press Continue Process:'. The form contains three input fields: 'Carrier' with the value 'Any ILEC', 'Filing Date' with the value 'May 29, 2002', and 'Reference Carrier' with a dropdown menu showing 'Alliant Communications Company'. At the bottom of the form are three buttons: 'Continue Process', 'Clear', and 'Help'. The browser's status bar at the bottom indicates 'Document: Done'.

**Figure 2-19 Petition for Declaratory Ruling – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.

File a Petition for Declaratory Ruling - Netscape

File Edit View Go Communicator Help

Carrier Any ILEC

Filing Date May 29, 2002

Reference Tariff

Aliant Communications Company

☐ FCC 1

☐ FCC 2

☐ FCC 3

☐ FCC 4

Reference Rule Section

Please describe your petition

Submit Form Clear Help

Document: Done

**Figure 2-20 Petition for Declaratory Ruling – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase what you have typed, click the “Clear” button. For assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.5.3 Petition for Declaratory Ruling - Tariffs from Multiple Carriers

File a Petition for Declaratory Ruling - Netscape

File Edit View Go Communicator Help

**WIRELINE COMPETITION BUREAU**

**File a Petition for Declaratory Ruling**

Please fill out the following information and press Continue Process:

Carrier Any ILEC

Filing Date May 29, 2002

Reference Carrier

Use	Reference Carrier
<input type="checkbox"/>	Aliant Communications Company
<input type="checkbox"/>	All West -Utah Telephone Company
<input type="checkbox"/>	Alltel Telephone Services Corporation
<input type="checkbox"/>	Ameritech Services
<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)

Document: Done

**Figure 2-21 Petition for Declaratory Ruling – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."



Netscape - [File a Petition for Declaratory Ruling]

File Edit View Go Bookmarks Options Directory Window Help

Reference Tariff

**Aliant Communications Company**

- ☐ FCC 1
- ☐ FCC 2
- ☐ FCC 3
- ☐ FCC 4

**BellSouth Telecommunications, Inc.**

- ☐ FCC 1
- ☐ FCC 2
- ☐ FCC 3
- ☐ FCC 4
- ☐ FCC 5
- ☐ FCC 6

Reference Rule Section

Please describe your petition

Submit Form Clear Help

Document: Done

**Figure 2-22 Petition for Declaratory Ruling – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase the information you have typed, click the “Clear” button. For more assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.6 Petition for Pricing Flexibility

File a Petition for Pricing Flexibility - Netscape

File Edit View Go Communicator Help

**Federal Communications Commission**

**WIRELINE COMPETITION BUREAU**

**File a Petition for Pricing Flexibility**

Please fill out the following information and press Continue Process:

Carrier Any ILEC

Filing Date May 29, 2002

Do you wish to reference tariffs in this filing?

☒ No Tariffs  
☐ Tariffs from One Carrier  
☐ Tariffs from Multiple Carriers

Continue Process Clear Help

Document: Done

**Figure 2-23 Petition for Pricing Flexibility Screen**

ETFS will automatically fill in the Carrier and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

### 2.1.2.6.1 Petition for Pricing Flexibility - No Tariffs

The screenshot shows a Netscape browser window titled "File a Petition for Pricing Flexibility - Netscape". The main content area has a yellow background and is titled "File a Petition for Pricing Flexibility". Below the title, it says "Please fill out the following information and press Submit Form:". The form contains several input fields: "Carrier" with the value "Any ILEC", "Filing Date" with the value "May 29, 2002", "Reference Order" (empty), "Reference Rule Section" (empty), "Transmittal Number" (empty), and "Description" (empty). At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The browser's status bar at the bottom shows "Document: Done".

**Figure 2-24 Petition for Pricing Flexibility – No Tariffs Screen**

If you choose “No Tariffs,” the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are Petitioning. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.6.2 Petition for Pricing Flexibility - Tariffs from One Carrier

File a Petition for Pricing Flexibility - Netscape

File Edit View Go Communicator Help

**Federal Communications Commission**

**WIRELINE COMPETITION BUREAU**

**File a Petition for Pricing Flexibility**

Please fill out the following information and press Continue Process:

Carrier Any ILEC

Filing Date May 29, 2002

Reference Carrier Alliant Communications Company

Continue Process Clear Help

For information about or assistance with this site, e-mail [etfs@fcc.gov](mailto:etfs@fcc.gov) or call the ETFS Information Line at (202) 418-7700.

Document: Done

**Figure 2-25 Petition for Pricing Flexibility – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the “Continue Process” button. To deselect that ILEC, click the “Clear” button. For more assistance, click the “Help” button.

The next page will list all the tariffs filed by that ILEC.

File a Petition for Pricing Flexibility - Netscape

File Edit View Go Communicator Help

Carrier Alant Communications Company

Filing Date April 17, 2001

Reference Tariff

Alant Communications Company

☐ FCC 1

☐ FCC 2

☐ FCC 3

☐ FCC 4

Reference Order

Reference Rule Section

Transmittal Number

Description

Submit Form Clear Help

Document: Done

**Figure 2-26 Petition for Pricing Flexibility – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the “Submit Form” button. To erase the information you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.6.3 Petition for Pricing Flexibility - Tariffs from Multiple Carriers

Please fill out the following information and press Continue Process:

Carrier      Aliant Communications Company

Filing Date      April 17, 2001

Reference Carrier	Use	Reference Carrier
	<input type="checkbox"/>	Aliant Communications Company
	<input type="checkbox"/>	All West -Utah Telephone Company
	<input type="checkbox"/>	Alltel Telephone Services Corporation
	<input type="checkbox"/>	Ameritech Services
	<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)
	<input type="checkbox"/>	Bay Springs Telephone Company (Mississippi)

**Figure 2-27 Petition for Pricing Flexibility – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC’s name. Scroll to the bottom of the screen and click “Continue Process.”

Please fill out the following information and press Submit Form:

Carrier Alliant Communications Company

Filing Date April 17, 2001

Reference Tariff

Ameritech Services

☐ FCC 2

☐ FCC 3

☐ FCC 4

Bay Springs Telephone Company (Mississippi)

☐ FCC 2

☐ FCC 3

Reference Order

Reference Rule Section

Transmittal Number

Description

Submit Form Clear Help

**Figure 2-28 Petition for Pricing Flexibility – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

### 2.1.2.7 Petition for Waiver

**WIRELINE COMPETITION BUREAU**

**File a Petition for Waiver**

Please fill out the following information and press Continue Process:

Carrier: Any ILEC

Filing Date: May 29, 2002

Do you wish to reference tariffs in this filing?

- ☒ No Tariffs
- ☐ Tariffs from One Carrier
- ☐ Tariffs from Multiple Carriers

Continue Process Clear Help

**Figure 2-29 Petition for Waiver Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to reference no tariffs, tariffs only filed by one ILEC, or tariffs filed by several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.



### 2.1.2.7.1 Petition for Waiver - No Tariffs

File a Petition for Waiver - Netscape

File Edit View Go Communicator Help

Please fill out the following information and press Submit Form:

Carrier Any ILEC

Filing Date May 29, 2002

Reference Order

Reference Rule Section

Transmittal Number

Description

Submit Form Clear Help

Document: Done

**Figure 2-30 Petition for Waiver – No Tariffs**

If you choose “No Tariffs,” the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are requesting a Waiver. You must fill in either an Order or a Rule number.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.7.2 Petition for Waiver - Tariffs from One Carrier

The screenshot shows a Netscape browser window titled "File a Petition for Waiver - Netscape". The page header features the Federal Communications Commission (FCC) logo and the text "Federal Communications Commission". Below this is the "WIRELINE COMPETITION BUREAU" logo. The main heading is "File a Petition for Waiver". The instructions state: "Please fill out the following information and press Continue Process:". The form contains three input fields: "Carrier" with the value "Any ILEC", "Filing Date" with the value "May 30, 2002", and "Reference Carrier" with a dropdown menu showing "Aliant Communications Company". At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". The browser's status bar at the bottom indicates "Document: Done".

**Figure 2-31 Petition for Waiver – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page lists all the tariffs filed by that ILEC.

Netscape - [File a Petition for Waiver]

File Edit View Go Bookmarks Options Directory Window Help

Reference Tariff: Alliant Communications Company

- ☐ FCC 1
- ☐ FCC 2
- ☐ FCC 3
- ☐ FCC 4

Reference Order:

Reference Rule Section:

Transmittal Number:

Description:

Submit Form Clear Help

Document: Done

**Figure 2-32 Petition for Waiver – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order, Rule Section, and Transmittal numbers, describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase your choices, click the “Clear” button, or click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.7.3 Petition for Waiver - Tariffs from Multiple Carriers

**File a Petition for Waiver**

Please fill out the following information and press Continue Process:

Carrier      Any ILEC

Filing Date      May 30, 2002

Reference Carrier

Use	Reference Carrier
<input type="checkbox"/>	Aliant Communications Company
<input type="checkbox"/>	All West -Utah Telephone Company
<input type="checkbox"/>	Alltel Telephone Services Corporation
<input type="checkbox"/>	Amentech Services
<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)
<input type="checkbox"/>	Any ILEC
<input type="checkbox"/>	Bay Springs Telephone Company (Mississippi)

Document: Done

**Figure 2-33 Petition for Waiver – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

The next page lists all the tariffs filed by the chosen ILECs.

Netscape - [File a Petition for Waiver]

File Edit View Go Bookmarks Options Directory Window Help

Reference Tariff

**Ameritech Services**

☐ FCC 2

☐ FCC 3

☐ FCC 4

**Bay Springs Telephone Company (Mississippi)**

☐ FCC 2

Reference Order

Reference Rule Section

Transmittal Number

Description

Submit Form Clear Help

Document: Done

**Figure 2-34 Petition for Waiver – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click “Submit Form.” Click the “Clear” button to erase what you have typed. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.8 Petition/Comment Against a Tariff

**WIRELINE COMPETITION BUREAU**

**Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Continue Process:

Carrier	Any ILEC
Filing Date	May 30, 2002
How do you wish to reference Tariffs in this filing?	<input checked="" type="radio"/> Tariffs from One Carrier <input type="radio"/> Tariffs from Multiple Carriers

Continue Process Clear Help

**Figure 2-35 Petition or Comment Against a Tariff Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to reference tariffs from only one ILEC or tariffs filed by several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

**2.1.2.8.1 Petition/Comment Against a Tariff - Tariffs from One Carrier**

**WIRELINE COMPETITION BUREAU**

**Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Continue Process:

Carrier                      Any ILEC

Filing Date                May 30, 2002

Reference Carrier      Aliant Communications Company

Continue Process    Clear    Help

**Figure 2-36 Petition or Comment Against a Tariff – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

The next page lists all the tariffs filed by that ILEC and asks you to describe your petition.

Petition or Comment Against a Tariff Filing - Netscape

File Edit View Go Communicator Help

Please fill out the following information and press Submit Form:

Carrier Any ILEC

Filing Date May 31, 2002

Reference Tariff BellSouth Telecommunications, Inc.

☐ Transmittal No. 536  
☐ FCC 2  
☐ Transmittal No. 537  
☐ FCC 1

What Type of Filing is This? ☒ Petition  
☐ Comment

Submit Form Clear Help

Document: Done

**Figure 2-37 Petition or Comment Against a Tariff – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

To submit the form, click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

Next the system will prompt you to attach files to your petition or comment. See Section 2.3 “Attaching Files.”



### 2.1.2.8.2 Petition/Comment Against a Tariff - Tariffs from Multiple Carriers

**Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Continue Process:

Carrier      Ameritech Services

Filing Date      February 2, 1998

Reference Carrier

Use	Reference Carrier
<input type="checkbox"/>	Aliant Communications Company
<input type="checkbox"/>	All West -Utah Telephone Company
<input type="checkbox"/>	Alltel Telephone Services Corporation
<input type="checkbox"/>	Ameritech Mobile Systems, Inc.
<input type="checkbox"/>	Ameritech Services
<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)

**Figure 2-38 Petition or Comment Against a Tariff – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

The next page lists all the tariffs filed by the chosen ILECs.

Netscape - [Petition or Comment Against a Tariff Filing]

File Edit View Go Bookmarks Options Directory Window Help

Filing Date February 2, 1998

Reference Tariff

CFW Telephone Inc.

☐ Transmittal No. 5  
☐ FCC 1

GVNW Inc./Management

☐ Transmittal No. 147  
☐ FCC 2

ICORE

☐ Transmittal No. 10  
☐ FCC 1

What Type of Filing is This? ☒ Petition  
☐ Comment

Submit Form Clear Help

**Figure 2-39 Petition or Comment Against a Tariff – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your petition or comment. See Section 2.3 “Attaching Files.”

### 2.1.2.9 Reply to a Petition or Comment Against a Tariff Filing

Netscape - [File a Reply to a Petition or Comment Against a Tariff Filing]

File Edit View Go Bookmarks Options Directory Window Help

## File a Reply to a Petition or Comment Against a Tariff Filing

Please fill out the following information and press Continue Process:

Carrier	Ameritech Services
Filing Date	February 2, 1998
Reference Transmittal Number	<input type="checkbox"/> Transmittal No. 1138

Continue Process Clear Help

Document: Done

**Figure 2-40 Reply to a Petition or Comment Against a Tariff Screen**

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

If a petition has been filed against your ILEC, a transmittal number will be listed on the page. If more than one petition has been filed, all the transmittal numbers will be listed. Select a transmittal number by clicking the check box. You can select more than one transmittal, or you can deselect a transmittal by clicking a second time on the check box.

To advance to the next screen, click the “Continue Process” button. To clear the information you have entered, click the “Clear” button. If you need further assistance, check the “Help” button.

The screenshot shows a Netscape browser window with the title "[File a Reply to a Petition or Comment Against a Tariff Filing]". The address bar is empty. The menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a yellow background and contains the following text and form elements:

**File a Reply to a Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Submit Form:

Carrier: Ameritech Services

Filing Date: February 2, 1998

Petitioning or Commenting Parties: Transmittal No. 1138

☐ Hagi Asfaw

At the bottom of the form are three buttons: Submit Form, Clear, and Help.

The status bar at the bottom of the browser window shows "Document: Done".

**Figure 2-41 Reply to a Petition or Comment Against a Tariff Screen 2**

The next screen lists the petitioning parties. By clicking the check box next to a petitioner's name, you can submit your reply document.

To submit your information, click the "Submit Form" button. To erase your selections, click the "Clear" button. For more assistance, click the "Help" button.

### 2.1.2.10 Revised Tariff

**File a Revised Tariff**

Please fill out the following information and press Continue Process:

Carrier: Ameritech Services  
Filing Date: February 2, 1998

Select Tariff(s):  
☒ FCC 2  
☐ FCC 3  
☒ FCC 4

*If your Tariff is not listed, please select  
Add Tariff near the bottom of this page.*

Transmittal Number: 125  
Fee Submitted: ☒ Yes ☐ No  
Description: testas

Continue Process Clear Form Add Tariff Help

**Figure 2-42 Revised Tariff Screen**

ETFS will automatically fill out the Carrier and Filing Date fields, based on the information you entered when you logged on and the current date.

Select the appropriate tariffs by clicking on the check boxes next to each tariff number. You can select more than one tariff. If the tariff you wish to reference is not listed, click the "Add Tariff" button at the bottom of the page.

Next, type in the transmittal number for the tariff. Then select the applicable radio buttons stating whether the filing fee has been mailed and type a brief description of the revision. When you have filled in all the information, click the "Submit Form" button. If you want to erase the information, click the "Clear Form" button. If you need assistance, click the "Help" button.

The system will then prompt you to attach files to your application or petition. See Section 2.3 "Attaching Files."

The next screen asks for the “Effective Date and Notice Period” for each Tariff affected.

Tariff	Use	Effective Date	Notice Period
FCC 2	<input checked="" type="checkbox"/>	February 17 1998	15
	<input type="checkbox"/>	February 2 1998	
	<input type="checkbox"/>	February 2 1998	
FCC 4	<input checked="" type="checkbox"/>	March 4 1998	30
	<input type="checkbox"/>	February 2 1998	
	<input type="checkbox"/>	February 2 1998	

Continue Clear Help

**Figure 2-43 Revised Tariff Screen 2**

Next, the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

### 2.1.2.11 Tariff Review Plan (TRP)

**File a Tariff Review Plan (TRP)**

Please fill out the following information and press Submit Form:

Carrier Ameritech Services  
Filing Date February 2, 1998  
TRP Type ☒ Annual Access Tariff Filing  
☐ Other

Description

Submit Form Clear Form Help

**Figure 2-44 Tariff Review Plan Screen**

- ? Click to select either “Annual Access Tariff Filing” or “Other.”
- ? Enter a description of your filing.
- ? Click the “Submit Form” button.

Next, the system will prompt you to attach files to your application or petition. See Section 2.3 “Attaching Files.”

## 2.2 Creating New Tariffs

FCC Electronic Tariff Submission: Create New Tariffs - Netscape

File Edit View Go Communicator Help

**WIRELINE COMPETITION BUREAU**

Create New Tariffs

**Any ILEC  
Currently Active Tariffs**

FCC1

Please enter a  
new Tariff Number  
in the field below.

FCC

Update Tariffs Clear Form

For information about or assistance with this site, e-mail [etfs@fcc.gov](mailto:etfs@fcc.gov)  
or call the ETFS Information Line at (202) 418-7700.

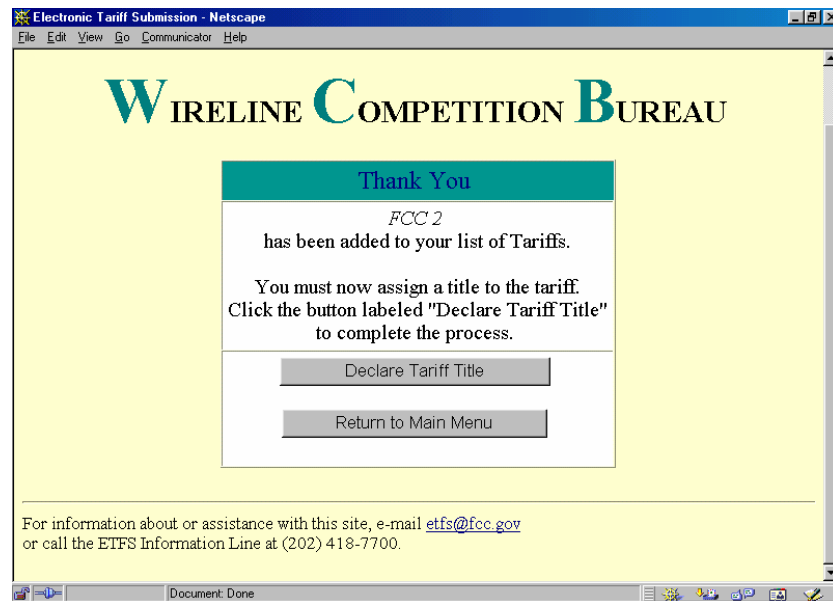
Document: Done

**Figure 2-45 Tariff Submission - Create New Tariffs Screen**

To create a new tariff, type a unique tariff number in the Tariff Number text field. To add this tariff to the Electronic Tariff Filing System (ETFS), click the “Update Tariffs” button. To erase the number you have typed, click the “Clear Form” button.

If you have typed in a unique number, you will get a “thank you” screen that announces that ETFS has been updated to include the new tariff.





**Figure 2-46 Tariff Submission Screen 2**

If a tariff has already been filed under the number you selected, you will get an error message instead.

## 2.3 Attaching Files

After you have prepared your information for the FCC, you will be prompted to attach files to your submission. These files are supporting documents that you have created on your own computer.

The screenshot shows a Netscape browser window titled "Electronic Tariff Submission - Netscape". The form is titled "File Formats Accepted by ETFS:" and includes the following sections:

- File Formats Accepted by ETFS:** A section with a text box stating "Adobe PDF is the preferred file format." and a button labeled "Other supported formats".
- Please describe the file:** A section with four radio button options: "Cover Letter", "Complete Base Document", "Supporting Documents", and "Other".
- File access:** A section with two radio button options: "For Public Inspection" and "NOT for Public Inspection".
- Select the file:** A section with a text box and a "Browse..." button.
- Please describe the contents of the file:** A section with a text box.

At the bottom of the form are two buttons: "Submit Form" and "Clear Form". The browser's status bar at the bottom indicates "Document: Done".

**Figure 2-47 File a Submission – Attaching Files Screen**

Choose a file format from the pop-up menu. You can attach files in six formats:

- ? Adobe Portable Document Format (.PDF)
- ? Microsoft Excel (.XLS)
- ? Microsoft Word (.DOC)
- ? WordPerfect (.WPD)
- ? Text, also called ASCII (.TXT)
- ? Lotus 1-2-3 (.WK1)

To choose a file, click the "Browse" button. A screen showing the directories on your computer will appear. Scroll through your directories until you find the file you want to attach. Double click on the file name, then click "Open." The file name will appear in the text box on the File Submission page.

The file type tells the database who should have access to the information. If you choose “For Public Inspection,” the file will be made available on the World Wide Web to anyone. If you choose “NOT for public inspection” the files will not be accessible to anyone but appropriate FCC employees.

The file description tells the database where to file your documents so that they can be found again. Your choices are: Transmittal Letter, Application for Special Permission, Supporting Documents, and Other. Just as papers cannot be found if they have been filed in the wrong folders, documents will not appear if they are filed under the wrong description.

When you have entered all the information, click the “Upload File” button. If you want to change any information, click the “Clear Form” button to erase what you have entered.

After you click the “Upload File” button, you will get a notice that ETFS has received your file.

**THIS DOES NOT COMPLETE THE FILING!**

Occasionally due to high system demand, the system’s resources become temporarily consumed. If the file upload should time-out during this step, click on the “Back” button and choose “Upload File” again. The operation is successful when you receive the File Received screen as shown below.



**Figure 2-48 Tariff Submission – File Upload Response Screen**

Verify that the file received is in the proper document format. For example, a Microsoft Word file should show a "File Format" of MS Word as depicted in the picture above.

**ETFS - Attachment Inventory Management - Netscape**

File Edit View Go Communicator Help

### Attachment Inventory for:

**Ameritech Services**  
(This is **NOT** an **OFFICIAL** receipt)

<b>Type of Filing:</b>	Complete Base Tariff
<b>Current Time:</b>	April 18, 2001 1:17PM

Delete File	Attachment Information
<input type="checkbox"/>	<p>File Name: C:\work\fcctask25\testdocs\cover.doc</p> <p>File Size (bytes): 24633</p> <p>File Access: For Public Inspection</p> <p>Filing Description: Cover Letter</p> <p>File Contents: Cover Letter</p>
<input type="checkbox"/>	<p>File Name: C:\work\fcctask25\testdocs\tarpages.upd</p> <p>File Size (bytes): 24687</p> <p>File Access: For Public Inspection</p> <p>Filing Description: Cover Letter</p> <p>File Contents: Revised Tariff Pages</p>

Total Files submitted: 2

**You are not finished yet!**  
**You Must Select An Option Below**

Document: Done

**Figure 2-49 Attachment Inventory Management Screen**

You now have the option of deleting any erroneous documents, preparing more documents or submitting the filing.

If you click the “Upload More Documents” button, you will be returned to the File Attachment page.

## 2.4 Submitting the Filing

If you click the “Submit Filing and Get Receipt” button, ETFS will process the filing and create an electronic receipt for you.

Electronic Filing Receipt for:	
Ameritech Services	
Type of Filing:	Tariff
Your Receipt Number is:	4466
Date/Time Received:	4/18/2001 13:35:28
Your Filing Referenced these Tariffs:	Ameritech Services FCC 2

Filing History	
Start Time: Wed Apr 18 13:02:44 US/Eastern 2001	
End Time: Wed Apr 18 13:35:28 US/Eastern 2001	
You submitted filename:	C:\work\ftctask25\testdocs\cover.doc
File Size (bytes):	24633
Filing Description:	Cover Letter
File Contents:	Cover Letter
You submitted filename:	C:\work\ftctask25\testdocs\tarpages.wpd
File Size (bytes):	24687
Filing Description:	Cover Letter
File Contents:	Revised Tariff Pages
Total Files submitted:	2

It may take several minutes for your document to be made searchable on ETFS.  
This completes your filing. Thank you.

[Return to Main Menu](#)

**Figure 2-50 Electronic Filing Receipt Screen**

Creating the receipt ends the filing process and commits the information to the database.

No more action is required on your part. However, before the filing is made available to ETFS, the attached documents will be automatically checked for viruses and converted to a common PDF format. If appropriate, documents will then be made available for public viewing. This process may take several minutes depending on the load on the system and the quantity of incoming documents. Users can then browse or search to find the documents intended for public viewing.

PDF documents are placed in the database exactly as they are received if no viruses are encountered. All other documents are converted to the PDF format. The conversion is achieved by printing to a printer created by the Adobe software. Since this printer is not the same printer that the documents were created with, slight format changes can occur. Users may insure that the layout of the documents remains the same by submitting using the PDF file type.

To make a printed copy of this receipt page for your records, use the "Print" button of your browser.

If you would like to continue to work with the Electronic Tariff Filing System, click the "Return to Main Menu" button, which will take you back to the main ILEC page.

Some filings require a fee. If your filing requires a fee, you will see the "Prepare a Form 159" button next to the "Return to Main Menu" button. By clicking this button you may obtain an automatically generated Form 159. This option is discussed in detail in the next section.

## **2.5 Preparing an Electronic Form 159 for your Feeable Filing**

If your filing requires a fee, you will see the "Prepare a Form 159" button next to the "Return to Main Menu" button. Click this button to generate a Form 159 to be sent with your payment.

When you click the "Prepare a Form 159" button, the next screen displays the information that will be used to fill in the Form 159. Initially, the Applicant and Payer are both assumed to be the entity making the filing. The FRN used to log-in to ETFS is used for both.

If another entity is paying the fee, enter the FRN and Password for the Payer, then click the "Change Payer" button.

When you are satisfied with the information to be used, click the "Prepare a Form 159" button. A second window will open, taking you into the Electronic Form 159 system. For security reasons, you must re-enter the Payer's FRN and Password on this screen.

The next screen displays a summary of your payment. You may pay now by credit card by clicking the "Pay Now By Credit Card" button, or you may click the "View Form

159” button. This will generate a Form 159 in “PDF” file format. You can print this Form 159 to be mailed in.



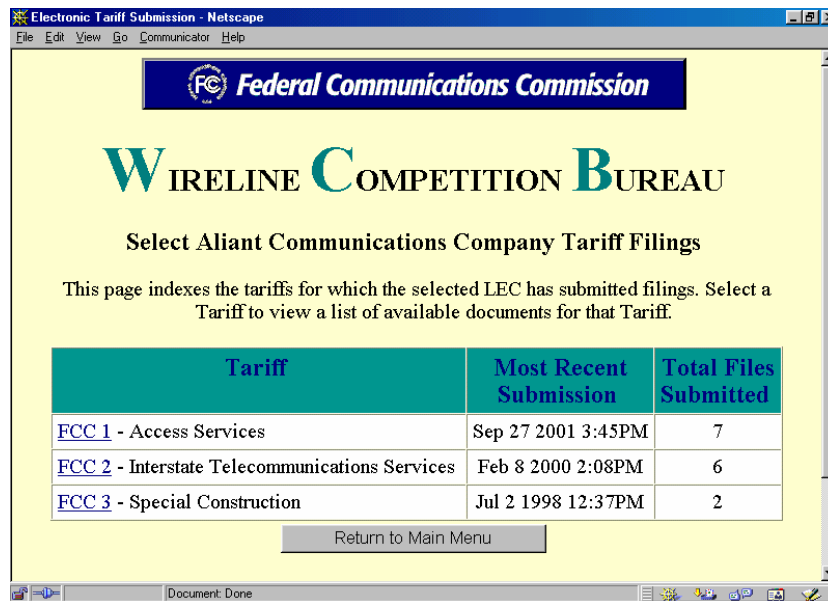
## 2.6 Browse Filed Tariff Documents

This page enables you to browse through all the tariffs filed by particular Local Incumbent Exchange Carriers (ILECs). First you will be shown a list of all the ILECs entered in the Electronic Tariff Filing System (ETFS).



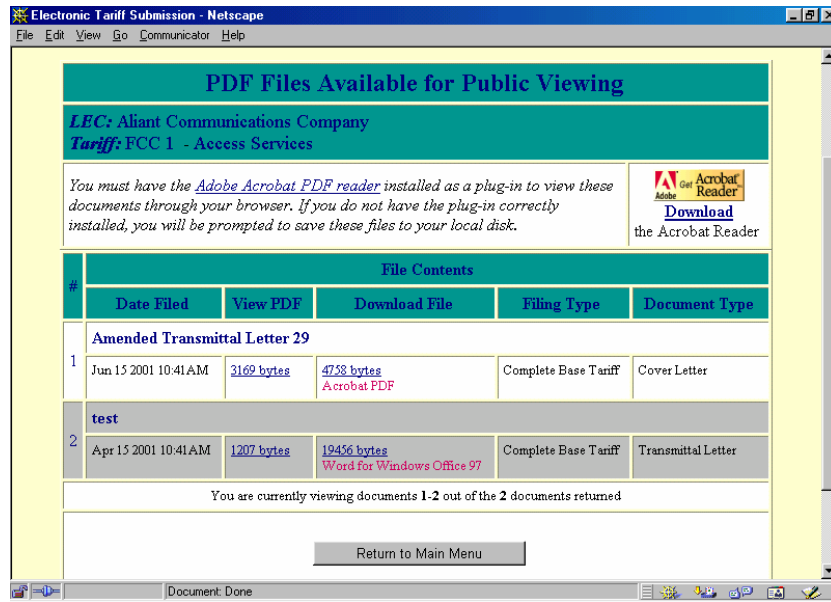
**Figure 2-51 Browse Filed Tariff Screen**

To make a selection, click an ILEC's name. The names are linked to an index of all the tariffs filed by that ILEC.



**Figure 2-52 Browse Filed Tariff Screen 2**

To view a tariff, click on its number. The number is a link to a page that lists all of the documents associated with that tariff.



**Figure 2-53 PDF Files for Public Viewing Screen**

You have the option of downloading the documents or viewing them online. To view a document online, your browser must have the Adobe PDF plug-in, which is available as a free download from the Adobe Web site. See Section 6.6 “Downloading Adobe Acrobat Reader” if you need assistance downloading and using this utility. The byte size of a document gives an indication of how large the file is. Remember, the larger the file, the longer it takes to view or download.

If you click on the byte count under “View” and you have the correct plug-in, the document will appear on your screen. If you do not have the Adobe plug-in, the system will automatically default to download.

Documents that are downloaded are kept in their original filing format. If they were saved to ETFS as a Microsoft Word document, then they will download as a Microsoft Word document. When you click on “Download,” you will be prompted to pick a directory where the document will be saved on your computer. Click “okay,” and the file will download.

To view a downloaded document, double-click on the icon for the document.

When you have viewed or downloaded the document, you have can search for specific

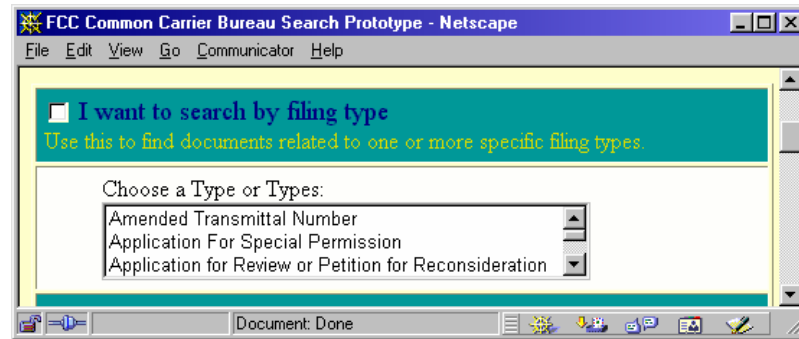
tariff documents or file documents by clicking the “Return to Main Menu” button.

## 2.7 Search Filed Tariff Documents

This page allows you to quickly search the database for specific information and arrange the results in the order most convenient for you.

The page is divided into four broad search categories - ILEC names, document filing types, filing dates, and description of contents. You must choose at least one of these categories by clicking the square in the shaded bar next to the phrase “I want to...” If you do not select that box, the computer will not respond to any changes you make within that section. You may select more than one box. If you do not select any of the main boxes, the system will print an error message.

### 2.7.1 Searching by Filing Type



**Figure 2-54 Search by Filing Type Screen**

“I want to search by filing type” limits the search to the selected document types. As with the ILEC names, more than one type can be selected by holding down the shift key.

### 2.7.2 Searching by Filing Date



Figure 2-55 Search by Filing Date Screen

"I want to search by filing date" confines the search to only files submitted during a certain time. ETFS maintains the two most recent Complete Base Tariff Filings and subsequent Revised Tariff Filings for each Carrier. Older filings are periodically archived and are not available through ETFS.

### 2.7.3 Searching by ILEC

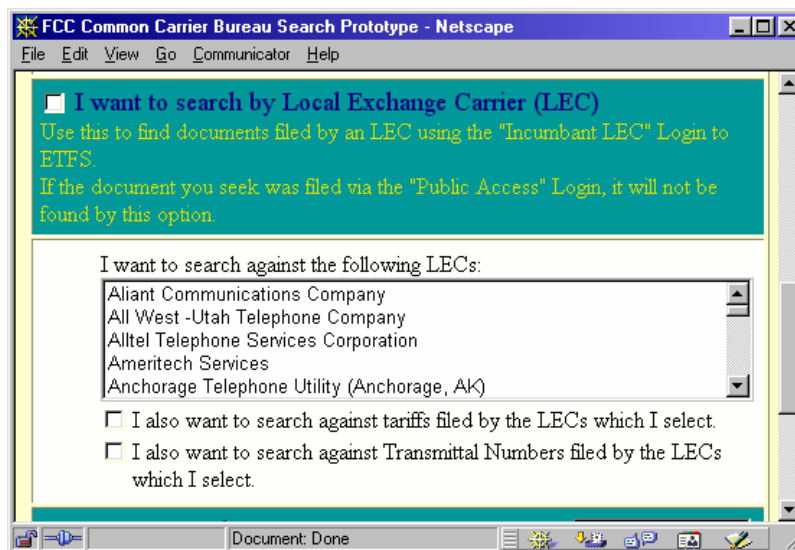
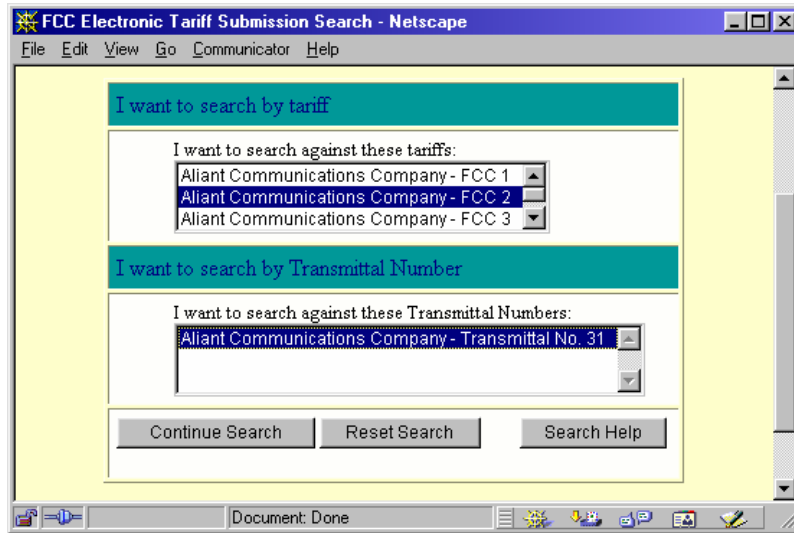


Figure 2-56 Search by ILEC Screen

“I Want to Search by ILEC” is a way for you to narrow your search to specific ILECs. You can choose to search against all ILECs or only a few. To search on a few ILECs, scroll through the pop-up list and click the name of an ILEC to select it. You can select more than one name by holding down the shift key as you click on the name. To deselect a name, click on another name without holding the shift key down.

If you choose “I also want to search against tariffs” you will see a second option page after you click the “Start Search” button. This page will list all the tariffs filed by the ILECs you selected. Pick the tariffs you want to search.

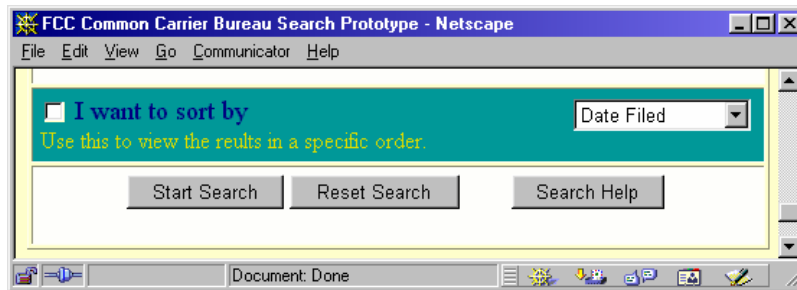
If you choose “I also want to search against Transmittal Numbers filed by the ILECs which I select” you will see a second option page after you click the “Start Search” button. This page will list all the tariffs filed by the ILECs you selected. Pick the transmittal numbers you want to search.



**Figure 2-57 Search by Tariff/Transmittal Number Screen**

You can choose more than one by holding down the shift key as you select the names. To start the search, click “Continue Search.” To clear your selections, click “Reset.”

### 2.7.4 Ordering the Results



**Figure 2-58 Search by Results Screen**

“I want to order by” is how you tell the system to arrange the information it will show you. It can sort the results alphabetically by ILEC name, filing type, or document type, or it can sort numerically by tariff number or date filed. If you do not select the “I want to order by” box, the system will automatically sort first by date filed, then by ILEC name.

To tell the system to begin its search, click the “Start Search” button. To clear your selections, click “Reset Search.” For more information on your choices, click the “Search Help” button.

The results of the search are listed on their own page.



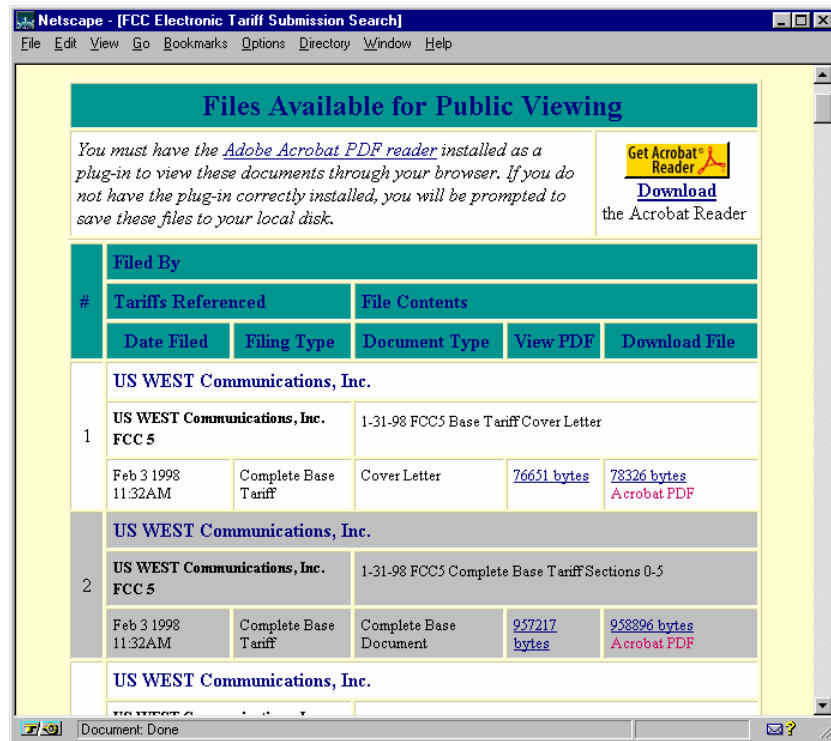


Figure 2-59 Files Available for Public Viewing Screen

You have the option of downloading the documents or viewing them online. To view a document online, your browser must have the Adobe PDF plug-in, which is available as a free download from the Adobe Web site. See Section 6.6 “Downloading Adobe Acrobat Reader” if you need assistance downloading and using this utility. The byte size of a document gives an indication of how large the file is. Remember, the larger the file, the longer it takes to view or download.

If you click on the byte count under “View” and you have the correct plug-in, the document will appear on your screen. If you do not have the Adobe plug-in, the system will automatically default to download.

Documents that are downloaded are kept in their original filing format. If they were saved to ETFS as a Microsoft Word document, then they will download as a Microsoft Word document. When you click on “Download,” you will be prompted to pick a directory where the document will be saved on your computer. Click “okay,” and the file

will download.

To view a downloaded document, double-click on the icon for the document.

When you have viewed or downloaded the document, you can browse through tariff documents by ILEC name or file documents by clicking the “Return to Main Menu” button.

### 3 PUBLIC USERS

This section describes the functions you can perform if you log onto the Electronic Tariff Filing System (ETFS) as a member of the public. For information on the functions Local Incumbent Exchange Carriers can perform, see Section 2.

To provide greater access, ETFS has two URLs available. To enter the Electronic Tariff Filing System (ETFS) open either URL listed below:

<http://svartifoss2.fcc.gov/prod/ccb/etfs>

or

<http://gullfoss2.fcc.gov/prod/ccb/etfs>

The system will present a welcome screen similar to the following.

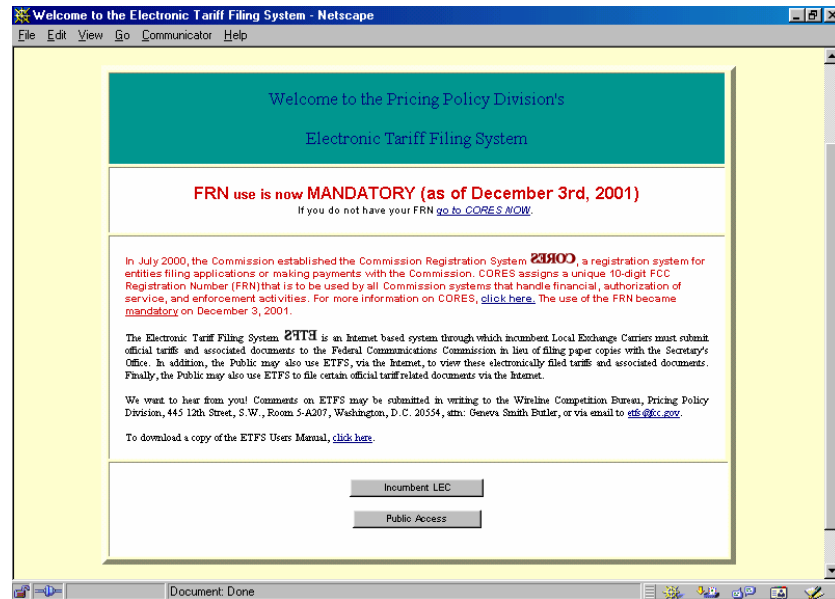
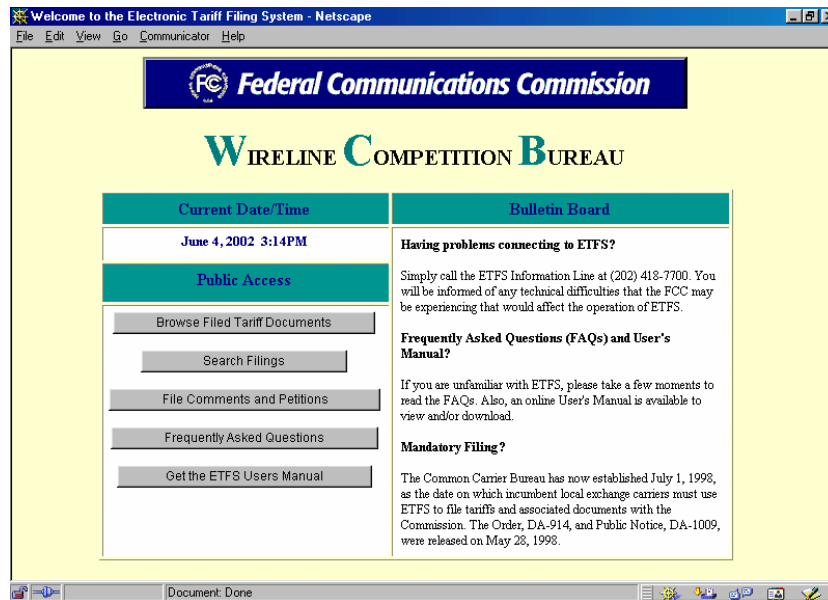


Figure 3-1 ETFS Welcome Screen (Public Users)

Click the “Public Access” button.

You will be offered five choices:



**Figure 3-2 Main Menu Screen (Public Users)**

“Browse Filed Tariff Documents” lists ILECs and the tariffs they have filed. For more information on browsing, see Section 2.6.

“Search Filed Tariff Documents” searches the database for all documents fitting a user-defined description. For more information on searching, see Section 2.7.


“File Comments and Petitions” starts the process for electronic filing of comments and petitions against tariffs. For more information on filing, see Section 3.1.

“Frequently Asked Questions” provides answers to questions that often come up.

“Get the ETFS Users Manual” will let the user download this document in PDF format.

### 3.1 Preparing Comments and Petitions for Filing

#### 3.1.1 Providing Necessary Contact Information



The screenshot shows a Netscape browser window titled "Electronic Filing Of Public Comments - Netscape". The address bar is empty. The main content area has a yellow background. At the top, there is a blue banner with the FCC logo and the text "Federal Communications Commission". Below this, the text "WIRELINE COMPETITION BUREAU" is displayed in a large, stylized font. Underneath, "Electronic Filing Of Public Comments" is written in a smaller font. The main question is "Are you filing on behalf of", followed by two radio buttons: "a Company or" and "Yourself". The "Yourself" option is selected. Below the radio buttons is a horizontal line and a "Continue" button. At the bottom of the page, there is a small text block: "For information about or assistance with this site, e-mail [etfs@fcc.gov](mailto:etfs@fcc.gov) or call the ETFS Information Line at (202) 418-7700." The browser's status bar at the bottom shows "Document: Done".

**Figure 3-3 Contact Information Screen**

If you choose to file a comment or petition, ETFS will first ask you if you are filing on behalf of yourself or on behalf of a company. Click on the appropriate radio button and then click "Continue."

If you are filing for a company, you will be asked to enter contact information about your company. The information will be used to personalize the pages you see and generate a receipt after you have filed your documents. **Please note that the FRN is now required for all business done with the FCC.** Fill in the requested information and click the “Logon” button.

The screenshot shows a Netscape browser window titled "Electronic Filing Of Public Comments - Netscape". The page has a yellow background and features the "WIRELINE COMPETITION BUREAU" logo at the top. Below the logo is the heading "Electronic Filing Of Public Comments". The form contains the following fields and controls:

- Company:
- City:
- State:
- Contact's FRN:
- Contact's FRN Password:  [\(I forgot my FRN password!\)](#)
- Contact First Name:
- Contact Last Name:
- Contact Phone Number: (  )  -

At the bottom of the form are two buttons: "Logon" and "Reset Form". The browser's status bar at the bottom indicates "Document: Done".

**Figure 3-4 Contact Information Screen (for Company)**

If you are filing on your own behalf, you will be asked to enter personal contact information. The information will be used to personalize the pages you see and generate a receipt after you have filed your documents. **Please note that the FRN is now required for all business done with the FCC.** Fill in the requested information and click the “Logon” button.

The screenshot shows a Netscape browser window titled "Electronic Filing Of Public Comments - Netscape". The page has a yellow background and features the "WIRELINE COMPETITION BUREAU" logo at the top. Below the logo is the heading "Electronic Filing Of Public Comments". The form contains the following fields and controls:

- FRN:
- Password:  [\(I forgot my FRN password!\)](#)
- First Name:
- Last Name:
- City:
- State:
- Phone Number: (  )  -

At the bottom of the form are two buttons: "Logon" and "Reset Form". The browser's status bar at the bottom indicates "Document: Done".

**Figure 3-5 Contact Information Screen (for Yourself)**

### 3.1.2 Providing Necessary FRN for All Filing Parties

The Electronic Tariff Filing System (ETFS) needs to know if multiple parties are involved with this filing. If you are filing on behalf of a company, ETFS knows that at least two parties are involved with the filing. However, if you have indicated that you are filing on your own behalf, ETFS will ask you to indicate if there are other parties participating in the filing.

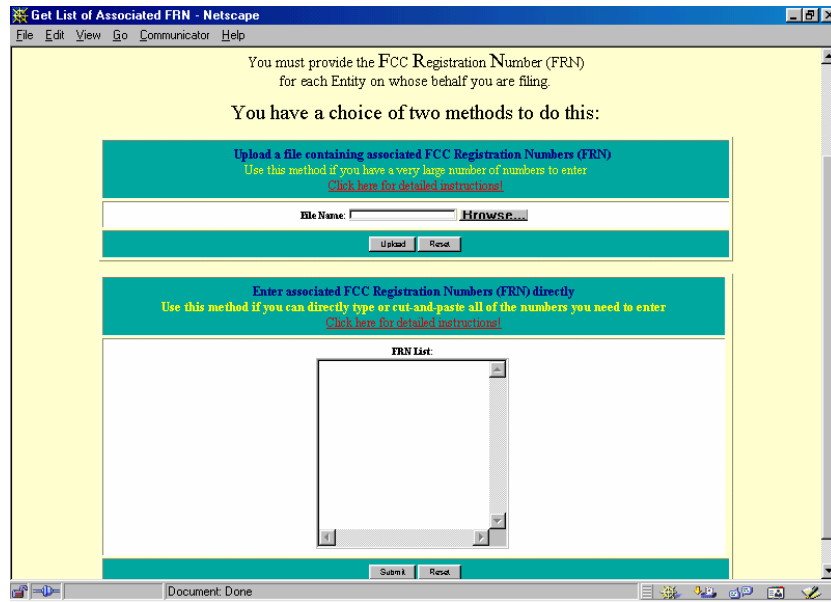


**Figure 3-6 Type of Filing of Tariff Information Screen**

If you click on the "You are filing on your own behalf only" button, you will be taken directly to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

Otherwise, you must supply the FRN of any entity participating in this filing.





**Figure 3-7 FRN File Upload Screen**

There are two ways to upload the FRN list: create and upload a text file or enter the FRN list directly into the form.

#### **3.1.2.1 Uploading the FRN list as a text file**

- ✎ Create a file containing every FRN you wish to upload to ETFS using your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list file is a ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three files shown at the end of this page will all upload identically.
- ✎ Save the new document as a text file.
- ✎ Use the browse button on the previous page to find the file you just created.
- ✎ Click on the "Upload" button.

**3.1.2.1.1 FRN List format examples: All of the following lists will upload the same.**

File 1:

0000000001,  
0000000012,  
0000000123,  
0000001234,  
0000012345,  
0000123456,  
0001234567,  
0012345678,  
0123456789

File 2:

0000-00-0001,  
0000-00-0012,  
0000-00-0123,  
0000-00-1234,  
0000-01-2345,  
0000-12-3456,  
0001-23-4567,  
0012-34-5678,  
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,  
0000123456, 0001234567, 0012345678, 0123456789

Once the file uploads, you will see the following screen:



**Figure 3-8 File Upload Status Screen**

Clicking continue confirms the FRN list as a new FRN Group, and you will see the following page:



**Figure 3-9 Submitted FRNs Status Screen (Received)**

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

#### **3.1.2.2 Entering the FRN list directly into the form**

- ✎ Create a list of every FRN you wish to enter into ETFS. You may type directly in the text box, or you may cut-and-paste from your word processor (Word, Wordperfect, Notepad, etc.). The format of the FRN list is ten-digit numeric FRNs separated by commas. Any other characters will be ignored. As an illustration, the three lists shown at the end of this page will all upload identically.
- ✎ Click on the "Submit" button.

**3.1.2.2.1 FRN List format examples: All of the following lists will upload the same.**

File 1:

0000000001,  
0000000012,  
0000000123,  
0000001234,  
0000012345,  
0000123456,  
0001234567,  
0012345678,  
0123456789,

File 2:

0000-00-0001,  
0000-00-0012,  
0000-00-0123,  
0000-00-1234,  
0000-01-2345,  
0000-12-3456,  
0001-23-4567,  
0012-34-5678,  
0123-45-6789

File 3:

0000000001, 0000000012, 0000000123, 0000001234, 0000012345,  
0000123456, 0001234567, 0012345678, 0123456789

Once the FRN list is accepted as a new FRN Group, you will see the following page:



**Figure 3-10 Submitted FRNs Status Screen (Accepted)**

Clicking the "Click here to make your filing" button will take you to the "Electronic Filing Of Tariff Information" screen (see Section 3.1.3).

### 3.1.3 Selecting the Type of Filing

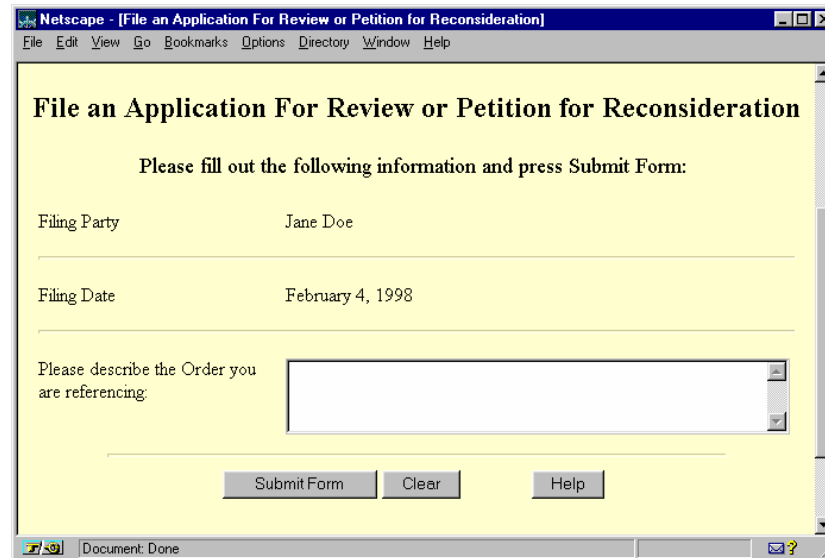
Once you click the “Logon” button, a drop-down menu will offer you various filings. To erase what you have chosen, click the “Reset Form” button.



**Figure 3-11 Electronic Filing Pop-up Menu Screen (Public Users)**

Choose the appropriate filing type and click “Proceed.”

### 3.1.3.1 Application for Review/Reconsideration



The screenshot shows a Netscape browser window with the title "[File an Application For Review or Petition for Reconsideration]". The address bar is empty. The menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a yellow background and the heading "File an Application For Review or Petition for Reconsideration". Below the heading is the instruction "Please fill out the following information and press Submit Form:". The form contains three fields: "Filing Party" with the value "Jane Doe", "Filing Date" with the value "February 4, 1998", and a text box for "Please describe the Order you are referencing:". At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The status bar at the bottom shows "Document: Done".

**Figure 3-12 Application for Review/Reconsideration Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

To describe the Order you are referencing, type keywords into the text box. You can use a very specific description such as "FCC Order Number 7" or a very general description such as "Order that raised rates in College Park Maryland in 1995."

To submit the information, click the "Submit Form" button. To erase what you have entered, click the "Clear" button. Click the "Help" button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 "Attaching Files."



### 3.1.3.2 Petition for Declaratory Ruling

**File a Petition for Declaratory Ruling**

Please fill out the following information and press Continue Process:

Filing Party: Jane Doe

Filing Date: February 4, 1998

Do you wish to reference tariffs in this filing?

- ☒ No Tariffs
- ☐ Tariffs from One Carrier
- ☐ Tariffs from Multiple Carriers

Continue Process Clear Help

**Figure 3-13 Petition for Declaratory Ruling Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to no tariffs, to tariffs from only one ILEC, or to tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

### 3.1.3.2.1 Petition for Declaratory Ruling - No Tariffs

The screenshot shows a Netscape browser window with the title bar 'Netscape - [File a Petition for Declaratory Ruling]'. The menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a yellow background and the heading 'Please fill out the following information and press Submit Form:'. Below this are four form fields: 'Filing Party' with the value 'Jane Doe', 'Filing Date' with the value 'February 4, 1998', 'Reference Rule Section' with an empty text box, and 'Please describe your petition' with a large empty text area. At the bottom of the form are three buttons: 'Submit Form', 'Clear', and 'Help'. The status bar at the bottom of the browser window shows 'Document: Done'.

**Figure 3-14 Petition for Declaratory Ruling – No Tariffs Screen**

If you choose “No Tariffs,” the system will open a page asking you to describe your petition. Type a short sentence such as “Petition to lower rates in rural West Virginia” and click “Submit Form.” To erase what you have typed, click the “Clear” button. For more assistance, click the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.2.2 Petition for Declaratory Ruling - Tariffs from One Carrier

**File a Petition for Declaratory Ruling**

Please fill out the following information and press Continue Process:

Filing Party      Jane Doe

Filing Date      February 4, 1998

Reference Carrier      Aliant Communications Company

Continue Process    Clear    Help

**Figure 3-15 Petition for Declaratory Ruling – Tariffs from One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the “Continue Process” button. To clear that selection, click the “Clear” button. Click the “Help” button for more assistance.

The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.

Netscape - [File a Petition for Declaratory Ruling]

File Edit View Go Bookmarks Options Directory Window Help

Filing Party Jane Doe

Filing Date February 4, 1998

Reference Tariff

Aliant Communications Company

☐ FCC 1

☐ FCC 2

☐ FCC 3

☐ FCC 4

Reference Rule Section

Please describe your petition

Submit Form Clear Help

**Figure 3-16 Petition for Declaratory Ruling – Tariffs from One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click the “Submit Form” button. To erase what you have typed, click the “Clear” button. Click the “Help” button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.2.3 Petition for Declaratory Ruling - Tariffs from Multiple Carriers

**File a Petition for Declaratory Ruling**

Please fill out the following information and press Continue Process:

Filing Party: Jane Doe

Filing Date: February 4, 1998

Reference Carrier	Use
	<input type="checkbox"/>
Aliant Communications Company	<input type="checkbox"/>
All West -Utah Telephone Company	<input type="checkbox"/>
Alltel Telephone Services Corporation	<input type="checkbox"/>
Ameritech Mobile Systems, Inc.	<input type="checkbox"/>
Ameritech Services	<input type="checkbox"/>
Anchorage Telephone Utility (Anchorage, AK)	<input type="checkbox"/>
Arkansas Telephone Company	<input type="checkbox"/>
Bay Springs Telephone Company (Mississippi)	<input type="checkbox"/>

**Figure 3-17 Petition for Declaratory Ruling – Tariffs from Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click the "Continue Process" button.

Netscape - [File a Petition for Declaratory Ruling]

File Edit View Go Bookmarks Options Directory Window Help

Filing Party Jane Doe

Filing Date February 4, 1998

Reference Tariff

**Ameritech Services**

☐ FCC 2

☐ FCC 3

☐ FCC 4

**Bay Springs Telephone Company (Mississippi)**

☐ FCC 2

Reference Rule Section

Please describe your petition

Submit Form Clear Help

Document: Done

**Figure 3-18 Petition for Declaratory Ruling – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Describe your petition with a short sentence, such as “Protest of rate increase in these tariffs” and click “Submit Form.” To erase what you have typed, click the “Clear” button. Click the “Help” button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.3 Petition for Pricing Flexibility

**File a Petition for Pricing Flexibility**

Please fill out the following information and press Continue Process:

Filing Party Jane Doe

Filing Date April 4, 2001

Do you wish to reference tariffs in this filing?

☒ No Tariffs  
☐ Tariffs from One Carrier  
☐ Tariffs from Multiple Carriers

Continue Process Clear Help

**Figure 3-19 Petition for Pricing Flexibility Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

### 3.1.3.3.1 Petition for Pricing Flexibility - No Tariffs

The screenshot shows a Netscape browser window with the title 'File a Petition for Pricing Flexibility - Netscape'. The page has a yellow background and a title 'File a Petition for Pricing Flexibility'. Below the title, it says 'Please fill out the following information and press Submit Form:'. The form contains the following fields and buttons:

- Filing Party:** Jane Doe
- Filing Date:** April 4, 2001
- Reference Order:** [Text input field]
- Reference Rule Section:** [Text input field]
- Description:** [Large text area]
- Buttons:** Submit Form, Clear, Help

The browser's status bar at the bottom shows 'Document: Done'.

**Figure 3-20 Petition for Pricing Flexibility – No Tariffs Screen**

If you choose “No Tariffs,” the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are Petitioning. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”



### 3.1.3.3.2 Petition for Pricing Flexibility - Tariffs from One Carrier

The screenshot shows a Netscape browser window titled "File a Petition for Pricing Flexibility - Netscape". The page has a yellow background and a title "File a Petition for Pricing Flexibility". Below the title, it says "Please fill out the following information and press Continue Process:". The form contains three sections: "Filing Party" with the value "Jane Doe", "Filing Date" with the value "April 4, 2001", and "Reference Carrier" with a dropdown menu showing "Alliant Communications Company". At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". The browser's status bar at the bottom shows "Document: Done".

**Figure 3-21 Petition for Pricing Flexibility – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the "Continue Process" button. To deselect that ILEC, click the "Clear" button. For more assistance, click the "Help" button.

The next page will list all the tariffs filed by that ILEC.

The screenshot shows a Netscape browser window titled "File a Petition for Pricing Flexibility - Netscape". The browser's menu bar includes "File", "Edit", "View", "Go", "Communicator", and "Help". The main content area has a yellow background and is titled "File a Petition for Pricing Flexibility". Below the title, it says "Please fill out the following information and press Submit Form:". The form contains several fields: "Filing Party" with the value "Jane Doe", "Filing Date" with the value "April 4, 2001", "Reference Tariff" with a dropdown menu showing "Aliant Communications Company" and three checkboxes for "FCC 1", "FCC 2", and "FCC 3", "Reference Order" with an empty text box, "Reference Rule Section" with an empty text box, and "Description" with a large empty text area. At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The browser's status bar at the bottom shows "Document: Done" and various icons.

**File a Petition for Pricing Flexibility**

Please fill out the following information and press Submit Form:

Filing Party      Jane Doe

Filing Date      April 4, 2001

Reference Tariff      Aliant Communications Company

☐ FCC 1

☐ FCC 2

☐ FCC 3

Reference Order     

Reference Rule Section     

Description     

Submit Form      Clear      Help

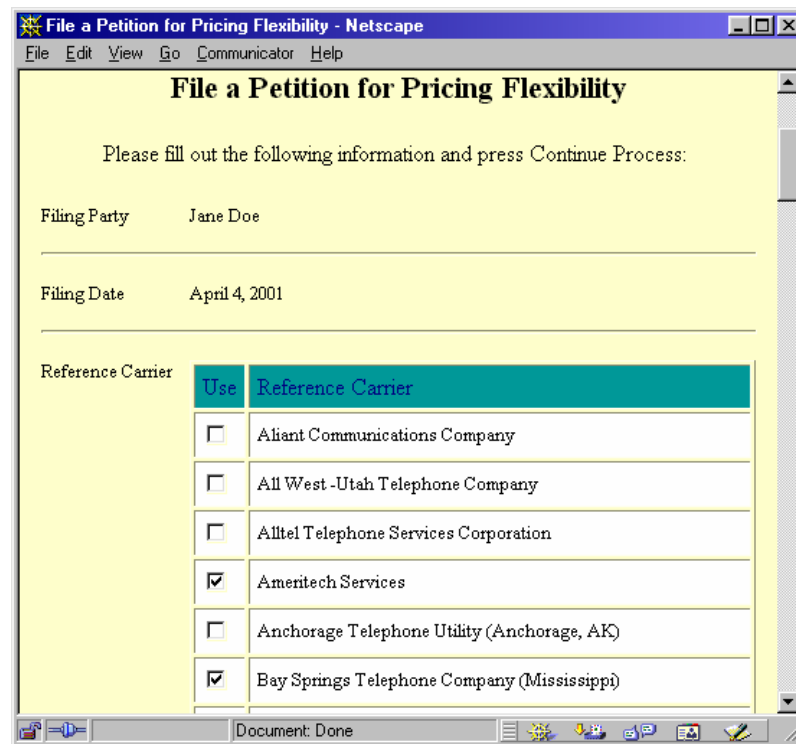
**Figure 3-22 Petition for Pricing Flexibility – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, then click the "Submit Form" button. To erase the information you have entered, click the "Clear" button. Click the "Help" button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.3.3 Petition for Pricing Flexibility - Tariffs from Multiple Carriers



**File a Petition for Pricing Flexibility**

Please fill out the following information and press Continue Process:

Filing Party      Jane Doe

Filing Date      April 4, 2001

Reference Carrier

Use	Reference Carrier
<input type="checkbox"/>	Alant Communications Company
<input type="checkbox"/>	All West -Utah Telephone Company
<input type="checkbox"/>	Alltel Telephone Services Corporation
<input checked="" type="checkbox"/>	Ameritech Services
<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)
<input checked="" type="checkbox"/>	Bay Springs Telephone Company (Mississippi)

**Figure 3-23 Petition for Pricing Flexibility – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC’s name. Scroll to the bottom of the screen and click “Continue Process.”

Please fill out the following information and press Submit Form:

Filing Party      Jane Doe

Filing Date      April 4, 2001

Reference Tariff

**Ameritech Services**

☐ FCC 2

☐ FCC 3

☐ FCC 4

**Bay Springs Telephone Company (Mississippi)**

☐ FCC 2

☐ FCC 3

Reference Order     

Reference Rule Section     

Description     

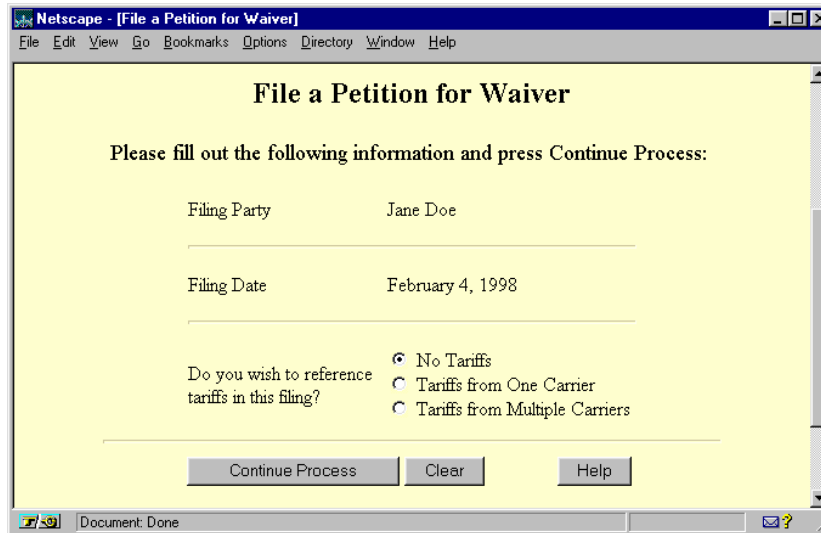
Submit Form      Clear      Help

**Figure 3-24 Petition for Pricing Flexibility – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, and describe your petition with a short sentence, then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

#### 3.1.3.4 Petition for Waiver



**File a Petition for Waiver**

Please fill out the following information and press Continue Process:

Filing Party Jane Doe

Filing Date February 4, 1998

Do you wish to reference tariffs in this filing?

☒ No Tariffs  
☐ Tariffs from One Carrier  
☐ Tariffs from Multiple Carriers

Continue Process Clear Help

**Figure 3-25 Petition for Waiver Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you want to refer to no tariffs, tariffs from only one ILEC, or tariffs from several ILECs.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

### 3.1.3.4.1 Petition for Waiver - No Tariffs

The screenshot shows a Netscape browser window titled "[File a Petition for Waiver]". The address bar shows "File Edit View Go Bookmarks Options Directory Window Help". The main content area has a yellow background and is titled "File a Petition for Waiver". Below the title, it says "Please fill out the following information and press Submit Form:". The form contains the following fields:

- Filing Party: Jane Doe
- Filing Date: February 4, 1998
- Reference Order:
- Reference Rule Section:
- Description:

At the bottom of the form are three buttons: "Submit Form", "Clear", and "Help". The status bar at the bottom of the browser window shows "Document: Done".

**Figure 3-26 Petition for Waiver – No Tariffs Screen**

If you choose “No Tariffs,” the system will open a page asking you to type the number of the FCC Order or Rule and the reason you are requesting a Waiver. You must fill in either an Order or a Rule number. It is possible to put both an Order and a Rule.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.4.2 Petition for Waiver - Tariffs from One Carrier

**File a Petition for Waiver**

Please fill out the following information and press Continue Process:

Filing Party      Jane Doe

Filing Date      February 4, 1998

Reference Carrier      Aliant Communications Company

Continue Process   Clear   Help

**Figure 3-27 Petition for Waiver – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click the “Continue Process” button. To deselect that ILEC, click the “Clear” button. For more assistance, click the “Help” button.

The next page will list all the tariffs filed by that ILEC.

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase the information you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

Netscape - [File a Petition for Waiver]

File Edit View Go Bookmarks Options Directory Window Help

Filing Date February 4, 1998

Reference Tariff Aliant Communications Company

☐ FCC 1  
☐ FCC 2  
☐ FCC 3  
☐ FCC 4

Reference Order

Reference Rule Section

Description

Submit Form Clear Help

Document: Done

**Figure 3-28 Petition for Waiver – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase the information you have entered, click the “Clear” button. Click the “Help” button for more assistance.

Next the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”



### 3.1.3.4.3 Petition for Waiver - Tariffs from Multiple Carriers

**File a Petition for Waiver**

Please fill out the following information and press Continue Process:

Filing Party      Jane Doe

Filing Date      February 4, 1998

Reference Carrier	Use	Reference Carrier
	<input type="checkbox"/>	Aliant Communications Company
	<input type="checkbox"/>	All West -Utah Telephone Company
	<input type="checkbox"/>	Alltel Telephone Services Corporation
	<input type="checkbox"/>	Ameritech Mobile Systems, Inc.
	<input type="checkbox"/>	Ameritech Services
	<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)
	<input type="checkbox"/>	Arkansas Telephone Company
	<input type="checkbox"/>	Bay Springs Telephone Company (Mississippi)

**Figure 3-29 Petition for Waiver – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."

Netscape - [File a Petition for Waiver]

File Edit View Go Bookmarks Options Directory Window Help

Filing Date February 4, 1998

Reference Tariff

Ameritech Mobile Systems, Inc.

☐ FCC 2

☐ FCC 4

☐ FCC 6

Bay Springs Telephone Company (Mississippi)

☐ FCC 2

Reference Order

Reference Rule Section

Description

Submit Form Clear Help

Document: Done

**Figure 3-30 Petition for Waiver – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number.

Type in the Reference Order or Reference Rule number, then describe your petition with a short sentence, such as “Waive rate increase for this Order” then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.5 Petition/Comment Against Other Documents

**File a Petition or Comment Against Other Documents**

Please fill out the following information and press Continue Process:

Filing Party Jane Doe

Filing Date June 18, 2002

Do you wish to reference tariffs in this filing? ☐ No Tariffs ☒ Tariffs from One Carrier

Continue Process Clear Help

**Figure 3-31 Petition/Comment Against Other Documents Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to no tariffs or to tariffs from only one ILEC.

When you have chosen, click the “Continue Process” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

### 3.1.3.5.1 Petition/Comment Against Other Documents – No Tariffs

**Electronic Filing Of Tariff Information**

**File a Petition or Comment Against Other Documents**

Please fill out the following information and press Submit Form:

Filing Party	Jane Doe
Filing Date	June 18, 2002
Reference Identification Number (WCB/PRICING #)	<input type="text"/>
Description	<input type="text"/>

**Figure 3-32 Petition/Comment Against Other Documents Screen 2**

Type in a Reference Identification Number and describe your petition or comment with a short sentence, then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.5.2 Petition/Comment Against Other Documents – Tariffs from One Carrier

The screenshot shows a Netscape browser window titled "File a Petition or Comment Against Other Documents - Netscape". The page has a yellow background and features the "WIRELINE COMPETITION BUREAU" logo at the top. Below the logo, the text "Electronic Filing Of Tariff Information" is displayed. The main heading is "File a Petition or Comment Against Other Documents". A prompt states: "Please fill out the following information and press Continue Process:". The form contains three input fields: "Filing Party" with the value "Jane Doe", "Filing Date" with the value "June 18, 2002", and "Reference Carrier" with a dropdown menu showing "Alliant Communications Company". At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". The browser's status bar at the bottom indicates "Document: Done".

**Figure 3-33 Petition/Comment Against Other Documents – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, then click the "Continue Process" button. To deselect that ILEC, click the "Clear" button. For more assistance, click the "Help" button.

The screenshot shows a Netscape browser window with the title bar 'File a Petition or Comment Against Other Documents - Netscape'. The address bar is empty. The menu bar includes 'File', 'Edit', 'View', 'Go', 'Communicator', and 'Help'. The main content area has a yellow background and is titled 'File a Petition or Comment Against Other Documents'. Below the title, it says 'Please fill out the following information and press Submit Form:'. The form contains the following fields and values:

Filing Party	Jane Doe
Filing Date	June 18, 2002
Reference Tariff	Aliant Communications Company
Reference Identification Number (WCB/PRICING #)	<input type="text"/>
Description	<input type="text"/>

At the bottom of the form are three buttons: 'Submit Form', 'Clear', and 'Help'. The status bar at the bottom of the browser window shows 'Document: Done'.

**Figure 3-34 Petition/Comment Against Other Documents – One Carrier Screen 2**

Type in a Reference Identification Number and describe your petition or comment with a short sentence, then click the “Submit Form” button. To erase what you have chosen, click the “Clear” button. For more assistance, click the “Help” button.

Next, the system will prompt you to attach files to your application or petition. See Section 3.2 “Attaching Files.”

### 3.1.3.6 Petition/Comment Against a Tariff



The screenshot shows a Netscape browser window with the title "[File a Petition or Comment Against a Tariff Filing]". The address bar is empty. The menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a yellow background and contains the following text and form elements:

**File a Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Continue Process:

Filing Party: Jane Doe

Filing Date: February 4, 1998

How do you wish to reference Tariffs in this filing?

☒ Tariffs from One Carrier

☐ Tariffs from Multiple Carriers

At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". The status bar at the bottom of the browser window shows "Document: Done".

**Figure 3-35 Petition/Comment Against a Tariff Screen**

ETFS will automatically fill out the Filing Party and Filing Date fields, based on the information you entered at the first screen and the current date.

You will be prompted to choose whether you wish to refer to tariffs from only one ILEC, or tariffs filed by several ILECs.

When you have chosen, click the "Continue Process" button to move to the next page. To erase your choices, click the "Clear" button. For more assistance, press the "Help" button.

### 3.1.3.6.1 Petition/Comment Against a Tariff - Tariffs from One Carrier

The screenshot shows a Netscape browser window with the title "[File a Petition or Comment Against a Tariff Filing]". The address bar is empty. The menu bar includes File, Edit, View, Go, Bookmarks, Options, Directory, Window, and Help. The main content area has a yellow background and is titled "File a Petition or Comment Against a Tariff Filing". Below the title, it says "Please fill out the following information and press Continue Process:". The form contains three fields: "Filing Party" with the value "Jane Doe", "Filing Date" with the value "February 4, 1998", and "Reference Carrier" with a dropdown menu showing "Aliant Communications Company". At the bottom of the form are three buttons: "Continue Process", "Clear", and "Help". The status bar at the bottom shows "Document: Done".

**Figure 3-36 Petition/Comment Against a Tariff – One Carrier Screen**

Pick the appropriate Local Incumbent Exchange Carrier (ILEC) from the pop-up menu, and click "Continue Process." The next page will list all the tariffs filed by that ILEC and ask you to describe your petition.



Netscape - [File a Petition or Comment Against a Tariff Filing]

File Edit View Go Bookmarks Options Directory Window Help

Filing Party Jane Doe

Filing Date February 4, 1998

Reference Tariff

**Puerto Rico Telephone Comapny**

☐ Transmittal No. 24  
☐ FCC 1

☐ Transmittal No. 25  
☐ FCC 1

☐ Transmittal No. 28  
☐ FCC 1

What Type of Filing is This? ☒ Petition ☐ Comment

Submit Form Clear Help

Document: Done

**Figure 3-37 Petition/Comment Against a Tariff – One Carrier Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the “Submit Form” button to move to the next page. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your petition or comment. See Section 3.2 “Attaching Files.”

### 3.1.3.6.2 Petition/Comment Against a Tariff - Tariffs from Multiple Carriers

**File a Petition or Comment Against a Tariff Filing**

Please fill out the following information and press Continue Process:

Filing Party      Jane Doe

Filing Date      February 4, 1998

Reference Carrier	Use	Reference Carrier
	<input type="checkbox"/>	Aliant Communications Company
	<input type="checkbox"/>	All West -Utah Telephone Company
	<input type="checkbox"/>	Alltel Telephone Services Corporation
	<input type="checkbox"/>	Ameritech Mobile Systems, Inc.
	<input type="checkbox"/>	Ameritech Services
	<input type="checkbox"/>	Anchorage Telephone Utility (Anchorage, AK)
	<input type="checkbox"/>	Arkansas Telephone Company

**Figure 3-38 Petition/Comment Against a Tariff – Multiple Carriers Screen**

Select as many ILECs as necessary by clicking the check box next to the ILEC's name. Scroll to the bottom of the screen and click "Continue Process."

Netscape - [File a Petition or Comment Against a Tariff Filing]

File Edit View Go Bookmarks Options Directory Window Help

Filing Date February 4, 1998

Reference Tariff

CFW Telephone Inc.

☐ Transmittal No. 5  
☐ FCC 1

GVNW Inc./Management

☐ Transmittal No. 147  
☐ FCC 2

ICORE

☐ Transmittal No. 10  
☐ FCC 1

What Type of Filing is This? ☒ Petition  
☐ Comment

Submit Form Clear Help

Document: Done

**Figure 3-39 Petition/Comment Against a Tariff – Multiple Carriers Screen 2**

You can choose as many tariffs as necessary by clicking the check boxes to the right of each tariff number. Choose a filing type by clicking the radio button next to Petition or Comment.

When you have chosen, click the “Submit Form” button. To erase your choices, click the “Clear” button. For more assistance, press the “Help” button.

Next the system will prompt you to attach files to your petition or comment. See Section 3.2 “Attaching Files.”

### 3.2 Attaching Files

After you have prepared your information for the FCC, you will be prompted to attach files to your submission. These files are supporting documents that you have created on your own computer.

The size limit for an individual file upload is **15 MB**. The size limit total files in one login session is **20 MB**. To help us maintain a reasonable response time, please attempt to keep individual file uploads below 1 MB/upload. You will be notified if an upload exceeds either the single file limit or the session limit.

<b>File Formats Accepted by ETFS:</b>	Adobe PDF is the preferred file format. <input type="button" value="Other supported formats"/>
<b>File access:</b>	<input checked="" type="radio"/> For Public Inspection <input type="radio"/> NOT for Public Inspection
<b>Select the file:</b>	<input type="text"/> <input type="button" value="Browse..."/>
<b>Please describe the contents of the file:</b>	<input type="text"/>

**Figure 3-40 File a Submission - Attaching Files Screen**

To choose a file, click the Browse button. A screen showing the directories on your computer will appear. Scroll through your directories until you find the file you want to attach. Double click on the file name, then click "Open." The file name will appear in the text box on the File Submission page.

Next, choose a file format from the pop-up menu. You can attach files in five formats:

- ? Adobe PDF (.PDF)
- ? Microsoft Excel (.XLS)
- ? Microsoft Word (.DOC)
- ? WordPerfect (.WPD)
- ? Text, also called ASCII (.TXT)
- ? Lotus 1-2-3 (.WK1)

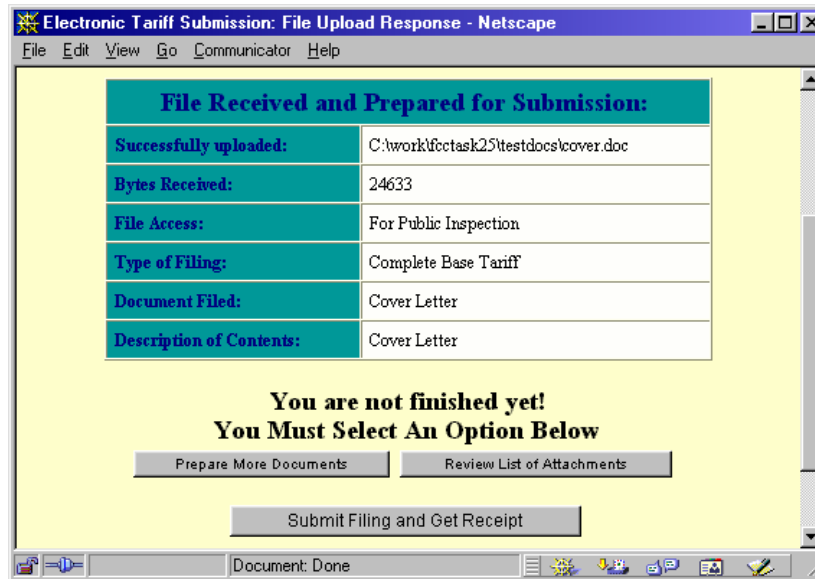
When you have entered all the information, click the “Upload File” button. If you want to change any information, click the “Clear Form” button to erase what you have entered.

After you click the “Upload File” button, you will get a notice that ETFS has received your file.

**THIS DOES NOT COMPLETE THE FILING!**

Occasionally due to high system demand, the system’s resources become temporarily consumed. If the file upload should time-out during this step, click on the “Back” button and choose “Upload File” again. The operation is successful when you receive the File Received screen as shown below.

When finished uploading your supporting documents, click the “View List of Attachments” button to review your submissions.



**Figure 3-41 File Upload Response Screen**

**ETFS - Attachment Inventory Management - Netscape**

File Edit View Go Communicator Help

## Attachment Inventory for:

**Jane Doe)**  
**Washington, DC**  
(This is **NOT** an **OFFICIAL** receipt)

<b>Type of Filing:</b>	Petition or Comment Against Other Documents
<b>Current Time:</b>	April 18, 2001 1:47PM

Delete File	Attachment Information
<input type="checkbox"/>	<p><b>File Name:</b> C:\work\fcctask25\testdocs\cover.doc</p> <p><b>File Size (bytes):</b> 24696</p> <p><b>File Access:</b> For Public Inspection</p> <p><b>Filing Description:</b> Petition or Comment Against a Other Documents</p> <p><b>File Contents:</b> Cover Letter for Petition Against Ameritex Transmittal 199</p>
<input type="checkbox"/>	<p><b>File Name:</b> C:\work\fcctask25\testdocs\transmittal.doc</p> <p><b>File Size (bytes):</b> 24660</p> <p><b>File Access:</b> For Public Inspection</p> <p><b>Filing Description:</b> Petition or Comment Against a Other Documents</p> <p><b>File Contents:</b> Petition against Ameritex Transmittal 199</p>

**Total Files submitted:** 2

**You are not finished yet!**  
**You Must Select An Option Below**

Document: Done

Figure 3-42 Attachment Inventory Screen

You now have the option of deleting any erroneous documents, preparing more documents or submitting the filing.

If you click the "Upload More Documents" button, you will be returned to the File Attachment page.

### 3.3 Submitting the Filing

If you click the “Submit Filing and Get Receipt” button, ETFS will print an electronic receipt for you.

**Electronic Filing Receipt for:**

Jane Doe  
Washington, DC

<b>Type of Filing:</b>	Petition or Comment Against Other Documents
<b>Your Receipt Number is:</b>	4467
<b>Date/Time Received:</b>	4/18/2001 15:11:48
<b>Your Filing Referenced these Tariffs:</b>	None

**Filing History**

<b>Start Time:</b> Wed Apr 18 13:43:09 US/Eastern 2001	
<b>End Time:</b> Wed Apr 18 15:11:48 US/Eastern 2001	
You submitted filename:	C:\work\ftctask25\testdocs\cover.doc
File Size (bytes):	24696
Filing Description:	Petition or Comment Against a Other Documents
File Contents:	Cover Letter for Petition Against Ameritex Transmittal 199
You submitted filename:	C:\work\ftctask25\testdocs\transmittal.doc
File Size (bytes):	24660
Filing Description:	Petition or Comment Against a Other Documents
File Contents:	Petition against Ameritex Transmittal 199
<b>Total Files submitted:</b>	2

It may take several minutes for your document to be made searchable on ETFS.  
This completes your filing. Thank you.

[Return to Main Menu](#)

Figure 3-43 Electronic Filing Receipt Screen

To make a printed copy of this page for your records, use the “Print” button of your browser.

If you would like to continue to work with the Electronic Tariff Filing System, click the “Return to Main Menu” button, which will take you back to the main Public Access page.



## 4 Troubleshooting

There are a few common problems and errors which filers may encounter. If you experience difficulty using ETFS, please look through the following section for your problem. If you still need assistance, please call the ETFS Hotline at 202-418-7700.

Message	Possible cause	What to do?
“Unauthorized Access! Authorization is required to access this area.”	You may have neglected to enter your Login ID and Password.	Return to the previous page and enter your Login ID and Password.
“Unauthorized Access! A valid Login ID was not provided.”	You may have mistyped your Login ID and Password.	Return to the previous page and retype your Login ID and Password.
“The FCC Registration Number and/or Password entered is invalid.”	You may have mistyped your FRN and/or FRN Password.	Return to the previous page and retype your FRN and FRN Password.
“Data Error” followed by additional information.	You have not entered all the information required on the previous page(s).	Note the data item(s) listed in the message, return to the previous page(s) and enter the missing information.
Server Error!	This is a rare occurrence and means there is a problem with how ETFS is processing your filing.	Call the ETFS hotline at 202-418-7700.
Not Found	This is a rare occurrence and means there is a problem with how ETFS is directing your browser to the next “page.”	Call the ETFS hotline at 202-418-7700.
Failed to connect to server.	Your browser cannot find ETFS on the Web.	Call the ETFS hotline at 202-418-7700.

## 5 GLOSSARY

attach	To link two electronic files together, usually used to describe a text file linked to an e-mail message.
browser	The special software used to read Web pages.
button	An area of a Web page where you can click to make the computer perform an action.
byte	The smallest unit of computer storage, equal to one character of type.
check box	A small box on an interactive form which you can use to select at least one option.
click	To put the cursor over an area of the screen and press the mouse button once.
directory	An area where information is stored in your computer. Also called a folder.
download	To copy a file from another computer onto your computer.
drop-down menu	A pre-typed list of options linked to a text field. Also, called a pop-up menu.
home page	The first page of a Web site. Also called a main page.
Internet	A worldwide network of computers offering assorted services, including e-mail, electronic chat, and World Wide Web access.
ISP	I(nternet) S(ervice) P(rovider) - a company that offers access to the Internet.
link	A point on one Web page that connects to another Web page.
menu	A list of commands or words that you can choose from by clicking on a word.
mirror site	A Web site that has exactly the same pages as the original. Mirror sites are created so that many people can access a popular Web site.
online	Connected to a computer. When a computer is "online" that means it is connected to the Internet.
plug-in	A small program that attaches or "plugs in" to a larger program and gives the larger program more capabilities.
pop-up menu	A pre-typed list of options linked to a text field. Also, called a drop-down menu.
radio button	A small round button on an interactive form allowing you to select only one option.
return link	A point on a Web page that reconnects you to a previous Web page.
scroll	To move through a document, often by clicking on arrows on the window or sliding a scroll box between two arrows.
text field	An area of an interactive form where you can type information directly into the form.
upload	To send a file from your computer to another computer.
URL	U(niform) R(esource) L(ocator) the code telling your browser where to find a Web page.
view	To look at a Web page.
Web Page	A single HTML file, containing text and graphics, viewable by a browser.
Web Site	A collection of interconnected Web pages on a single topic.
World Wide Web	An internet service that allows users to upload and view text files and pictures exactly as they were designed, like the pages of a book.

## **6 APPENDIX: WHAT YOU NEED TO USE THE ELECTRONIC TARIFF FILING SYSTEM**

To use the Electronic Tariff Filing System (ETFS) you need:

- ? A PC, Mac, or other internet enabled device capable of browsing the World Wide Web (Web).
- ? Access to the World Wide Web (WWW) through an Internet Service Provider (ISP).
- ? Web Browser software. ETFS is tested on Netscape and Internet Explorer.
- ? Adobe Acrobat Reader (required to view and print ETFS documents).

### **6.1 The World Wide Web**

The World Wide Web, also called the Web or WWW, is one of the services available on the Internet. Web pages are files of text and pictures that can be seen through a Web browser, which is a special computer program that displays these files. Collections of interlinked Web pages are called Web sites.

Many Web pages are interactive, allowing their readers control what they see. A user types information into an interactive form on a Web page, then an application searches a database for that information and creates a new Web page that shows the results of the search. The FCC Web site is connected to a database that lets users look up tariff filings and associated information.

In order to get on the World Wide Web, you need access to the Internet. The simplest way of getting to the Internet is to subscribe to an Internet Service Provider.

### **6.2 Internet Service Providers (ISPs)**

Internet Service Providers offer different levels of Internet access. Some provide only a few Internet services, such as e-mail. Others provide access to all Internet services, plus extra members-only benefits for their subscribers.

To get to the FCC Web site, you need to join an ISP that offers "Web access." This means that the ISP software includes a browser program. Different browsers have different capabilities. The FCC Web site is written so that it will work best in Netscape Navigator and is tested in Netscape 4.78. ETFS is also tested using Internet Explorer version 5.5. ETFS may appear differently in different browsers or browser versions, but will usually work in any browser that supports the standard Web language HTML 3.0 or above.

Your ISP will tell you if their software includes Netscape Navigator. If Navigator is not

provided by your ISP, ask if the ISP software is Netscape-compatible. If it is compatible, you can purchase or download a copy of Netscape Navigator and use it to access ETFS.

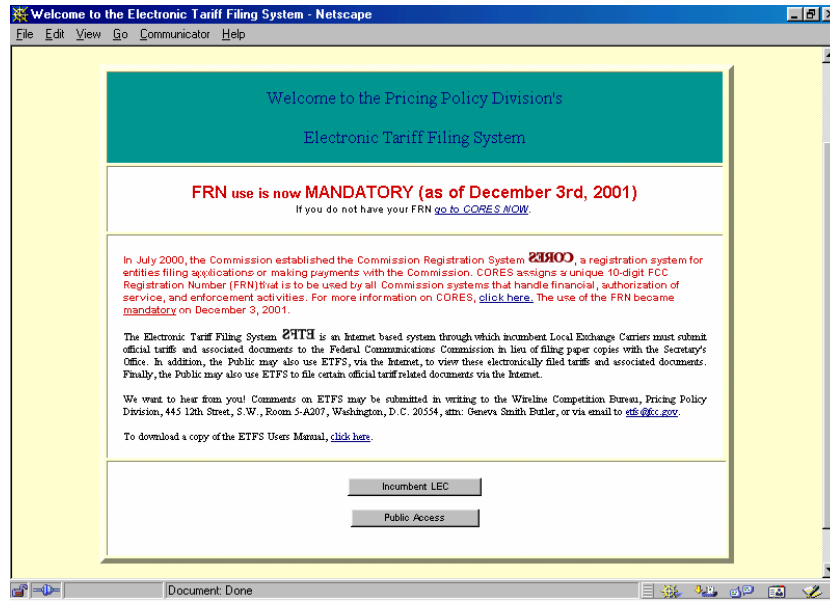
### 6.3 Using Online Interactive forms

In order to use the Electronic Tariff Filing System or download Netscape Navigator, you will need to understand the basic elements of online interactive forms. This is a sample form from the ETFS Web site.

The screenshot shows a Netscape browser window titled "Electronic Filing Of Public Comments - Netscape". The page has a yellow background and features the "WIRELINE COMPETITION BUREAU" logo at the top. Below the logo is the title "Electronic Filing Of Public Comments". The form contains several input fields: "Company", "City", "State", "Contact's FRN", "Contact's FRN Password" (with a red link "(I forgot my FRN password!)"), "Contact First Name", "Contact Last Name", and "Contact Phone Number" (formatted as ( ) - ). At the bottom of the form are two buttons: "Ligon" and "Reset Form". The browser's status bar at the bottom indicates "Document: Done".

All online interactive forms use the same tools: links, buttons, text fields, drop-down menus, radio buttons, and check boxes.

### 6.3.1 Links



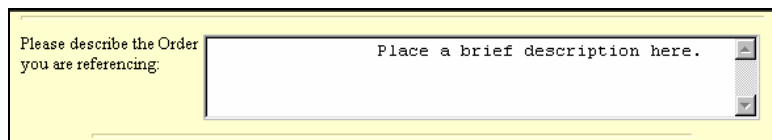
Links are words in the text of a Web page that “link” that spot to another Web page. Linked words are usually brightly colored and underlined. When your cursor rolls over a link it will turn into a hand with a pointing finger. To jump between links, put the cursor over the link and click the left mouse button once.

### 6.3.2 Buttons



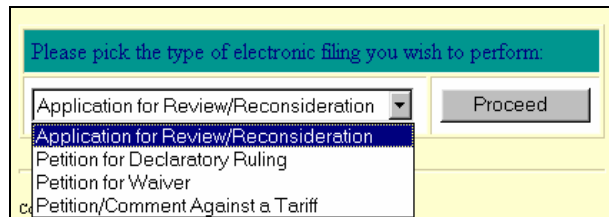
A button is a shortcut to a computer command, represented by a picture that looks like a three-dimensional button. Buttons can be used for Internet links, formatting instructions, and other commands. All interactive forms have a button that you click when you have finished entering information. Some forms also have a button that you can click to erase the data you just entered, in case you want to change that information.

### 6.3.3 Text fields

A screenshot of a web form. On the left, there is a label "Please describe the Order you are referencing:". To the right of this label is a large, empty rectangular text box. Above the text box, the text "Place a brief description here." is displayed. The text box has a vertical scrollbar on its right side.

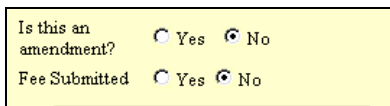
Text fields (also called text boxes) are areas where you type information. On this page, you would describe your document by typing in words that you expect to find in the document, such as “tariff” or “rates.”

#### 6.3.4 Drop-Down menus

A screenshot of a web form. At the top, a teal-colored header bar contains the text "Please pick the type of electronic filing you wish to perform:". Below this header is a drop-down menu. The menu is currently open, showing a list of options: "Application for Review/Reconsideration", "Petition for Declaratory Ruling", "Petition for Waiver", and "Petition/Comment Against a Tariff". The first option, "Application for Review/Reconsideration", is highlighted in blue. To the right of the drop-down menu is a grey button labeled "Proceed".

Some text fields have a list of terms already attached to them; instead of typing in a word, you pick the word you want from the list. To see the whole list, you click in the box or on the down arrow at the right end of the box. These are called drop-down or pop-up menus, because the list of terms drops or pops up when you click on the text box.

#### 6.3.5 Radio buttons

A screenshot of a web form. It contains two questions, each followed by two radio buttons. The first question is "Is this an amendment?" with "Yes" and "No" radio buttons. The second question is "Fee Submitted" with "Yes" and "No" radio buttons. In both cases, the "No" radio button is selected, indicated by a small black dot in the center of the button.

Many forms also have small buttons or boxes you can click, such as these radio buttons. Radio buttons are usually round, and you can only select one at a time. If you click on a second radio button, the first one will be deselected. Think of radio stations - your radio can only play one at a time.

#### 6.3.6 Check boxes

Filing Date	September 11, 1997	
Tariff	<input type="checkbox"/>	FCC 128
Number	<input type="checkbox"/>	FCC 129
	<input type="checkbox"/>	FCC 134

Some forms have check boxes instead of radio buttons. Check boxes are often square, and you can select as many as you want. They are like keys on a piano - you can play only one, but you can also play two or three at the same time to get a different sound. If you want to deselect a check box, click on it a second time.

To use a form, fill in all the appropriate boxes and fields, then press the "Submit" or "Go" button. The computer will do the rest, and soon you will see a new Web page with the information you wanted.

## 6.4 Using a Browser

This is an example of a Netscape browser window. Different browser windows will not look exactly like this, but the main elements of the window will be the same.



A browser window looks and acts like the window in any other program. At the top of the window is a menu bar. Below that is a button bar listing the most helpful program commands. To the right and bottom of the window are scroll bars that let you move to see portions of the document that are not currently displayed on the screen.

A browser window also has some unique features, such as the "Netsite" text box below the button bar and the status bar at the bottom of the window.

Every Web page has a unique code for an address. This code, called a URL (short for Universal Resource Locator) is displayed in the Netsite text box. To go to a new page, type its URL in the Netsite box and either press the Return key on your keyboard or click on the N logo to the right of the Netsite box.

As the browser works, the status bar at the bottom of the window will flash several messages, including:

? "Contacting" Your browser is looking for the requested Web page.



- ? “Reading File” The page has been located and is being downloaded to your computer.
- ? “Transferring file” Information such as artwork is being added to the Web page.
- ? “Document: Done” All the elements of the Web page have been downloaded to your computer.

Many Web pages are larger than just one screen of text or pictures. Use the scroll bars to be sure that you have seen the entire page.

There are two ways of keeping a copy of the page that you are viewing. One is to open the File menu and choose “Save As.” This will save the text of the page on your computer, but it will not save any of the pictures because pictures are separate files. To make a copy of both text and pictures, click the “Print” button. This will print the entire page, not just the portion you see on your screen.

## 6.5 Downloading Netscape Navigator

ETFS relies on special codes in the Netscape Navigator browser to function properly. Although the system has been tested using Internet Explorer, Navigator is the recommended browser. Netscape Navigator is available in software stores and on the Internet. You can use any browser software to find and download Navigator from the Internet.

To download a copy of Netscape Navigator from the Internet, open the browser you currently have and type in this URL:

`home.netscape.com/download`

Click on the link “Netscape Navigator” or select one of the other versions of Netscape. Read and follow all instructions as the page leads you through the download and installation process.

## 6.6 Downloading Adobe Acrobat Reader

To effectively view documents in the Electronic Tariff Filing System (ETFS), you must have the Adobe Acrobat reader. This program reads .PDF files and is available at no cost from the Adobe Web site. To view ETFS documents online, you must have the Adobe Acrobat plug-in for your browser software.

To download the Adobe Acrobat reader from the Adobe Web site. Type in this URL:

`www.adobe.com/products/acrobat/readstep2.html`

Read and follow all instructions as the page leads you through the download and installation process.